Daniel Kiprotich
Executive Virtual Assistant | YouTube Content Creator
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ABOUT ME

I am a results-driven Executive Virtual Assistant committed to enhancing productivity for busy professionals. With certification from the ALX Virtual Assistant Programme, I specialize in inbox management, calendar coordination, and effective communication. Additionally, I manage two YouTube channels—**Around the World Travels** and **Trending News Channel**—developing engaging content and fostering audience interaction. As an affiliate marketer for Amazon and Fiverr, I effectively promote products through my digital platforms, showcasing my ability to handle diverse responsibilities.

CORE COMPETENCIES

- Executive Support: Inbox & Calendar Management, Meeting Coordination
- Communication: Professional Correspondence, Stakeholder Engagement
- Project Management: Task Prioritization, Deadline Management
- Digital Management: Content Creation, Video Editing
- Marketing: Affiliate Marketing, Social Media Strategies
- Research & Analysis: Market Research, Data Organization

PROFESSIONAL EXPERIENCE

Executive Virtual Assistant (Freelance)
September 2024 – Present

- Manage executive inboxes and calendars, ensuring efficient workflow.
- Coordinate meetings and prepare agendas to facilitate communication.
- Assist with travel planning and document preparation for client productivity.

Affiliate Marketer (Amazon & Fiverr)
September 2024 – Present

- Promote affiliate products through my website and social media, driving engagement and sales.
- Develop strategic content plans to enhance product visibility and conversions.

YouTube Content Creator
Around the World Travels | Trending News Channel
July 2024 – Present

- Oversee content creation, ensuring high-quality video production and editing.
- Implement audience engagement strategies to increase viewer interaction.

EDUCATION

ALX Virtual Assistant Programme
Graduated September 2024

- Certified Executive Virtual Assistant with a focus on task management and client relations.

Kabarak University, Kenya
September 2021 – Present

- Pursuing a Bachelor's degree in Education Science, specializing in Mathematics and Physics.

ACHIEVEMENTS

- Graduated as a Certified Executive Virtual Assistant from ALX in 2024.
- Launched and managed two YouTube channels, demonstrating creativity and strategic planning.
- Established affiliate partnerships with Amazon and Fiverr, enhancing digital marketing efforts.

REFERENCES

Available upon request.