Daniel Kiprotich

Executive Virtual Assistant



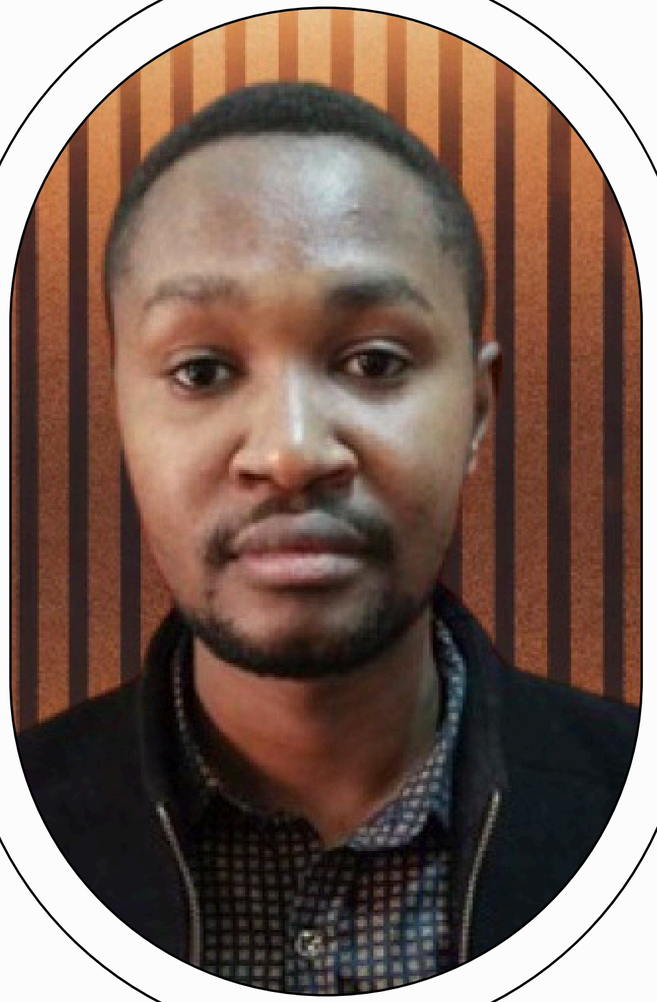
Introduction

About me

I’m Daniel Kiprotich, a graduate of the ALX Virtual Assistant program and an Executive Virtual Assistant passionate about organization and efficiency. I love helping clients manage their busy schedules and achieve their goals. As a YouTube content creator with two channels, I share engaging travel adventures and trending news. I also work as an Amazon and Fiverr affiliate, connecting my audience with valuable resources. Building relationships and supporting others is at the heart of what I do.

Personal projects

- YouTube Channels: I create videos that explore travel and current events, from scripting to editing, to keep my viewers informed and entertained.
- Affiliate Marketing: I work with Amazon and Fiverr to recommend useful products that can enhance my audience's lives.



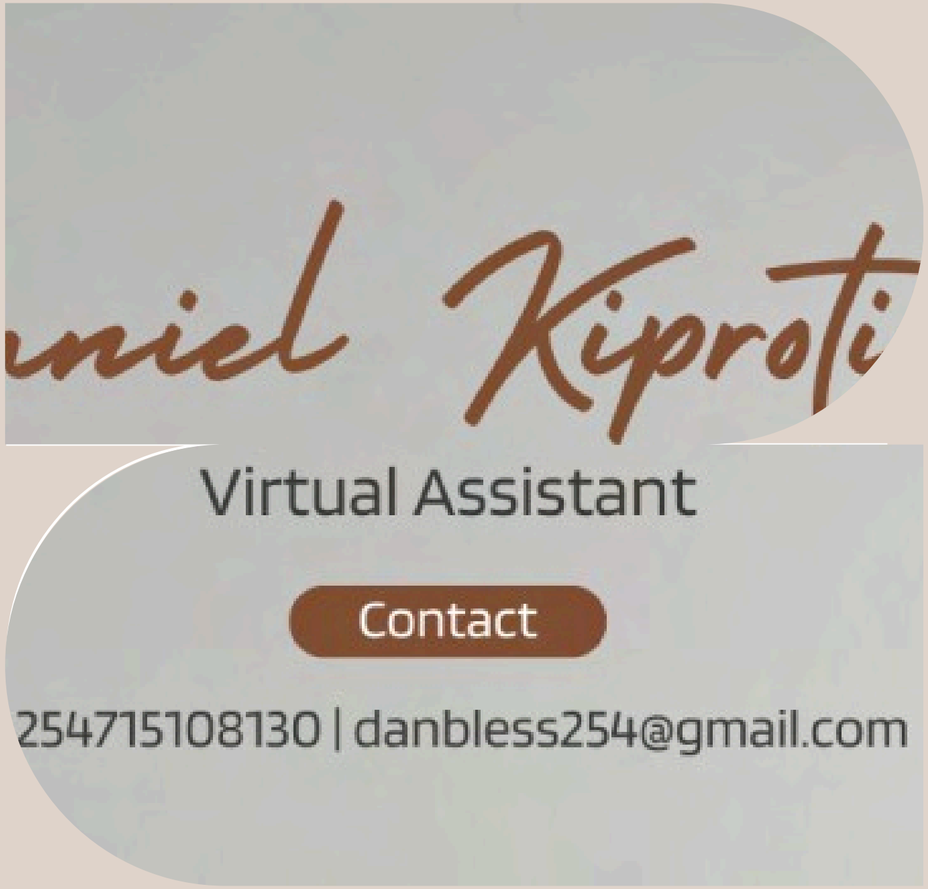
Education

ALX Virtual Assistant Program

Completed specialized training in the ALX Virtual Assistant Program, focusing on Executive Virtual Assistance. This program equipped me with advanced skills in project management, executive support, and client communication, preparing me to deliver exceptional administrative assistance.

Bachelor of Education Science - Kabarak University

Pursuing a degree in Education Science at Kabarak University, Kenya, with a focus on Mathematics and Physics. This academic background enhances my analytical and problem-solving skills, supporting my effectiveness as a Virtual Assistant.



Work Experience

Executive Virtual Assistant

September 2024 – Present

- Support busy professionals with inbox management, scheduling, and travel planning.
- Enhance efficiency through meeting coordination and project management.

Affiliate Marketer (Amazon & Fiverr)

September 2024 – Present

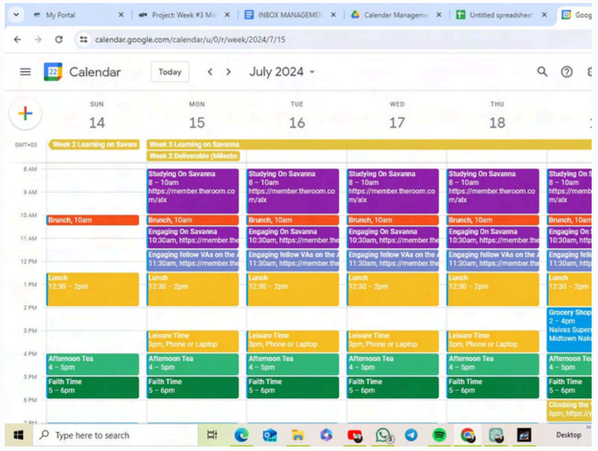
- Promote affiliate products via my website and social media to drive traffic and engagement.

YouTube Content Creator

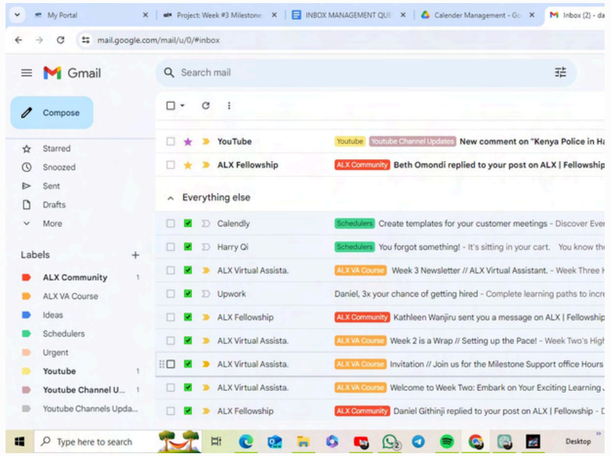
Around the World Travels | Trending News Channel
July 2024 – Present

- Create engaging videos on travel and current events, managing all aspects from scripting to editing.

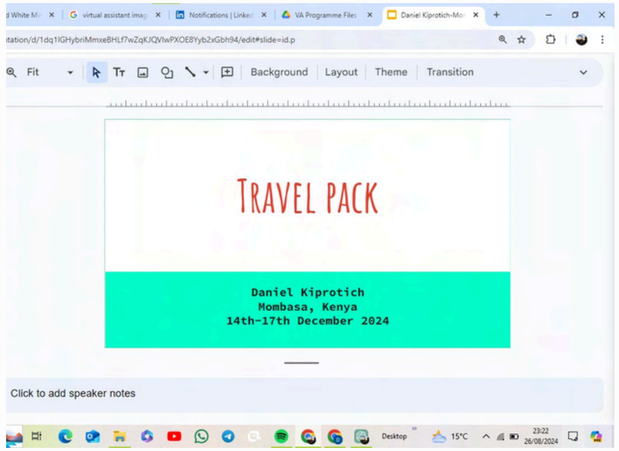
Professional Projects



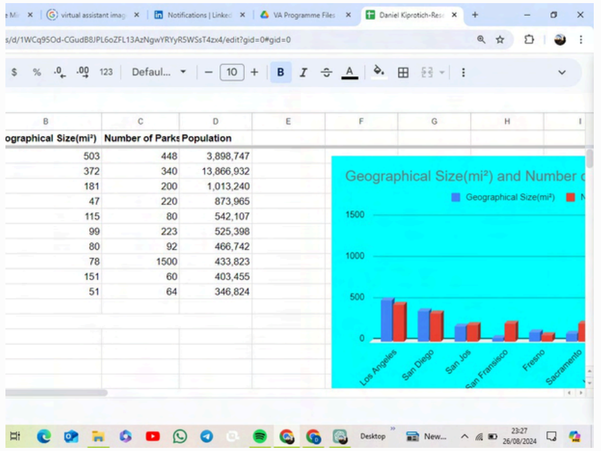
Demonstrated expertise in calendar management, showcasing efficient scheduling and organization of tasks, meetings, and deadlines through this screenshot from a recent project



Proficient in managing and organizing emails, as demonstrated in this Gmail screenshot, highlighting effective inbox management and communication skills.

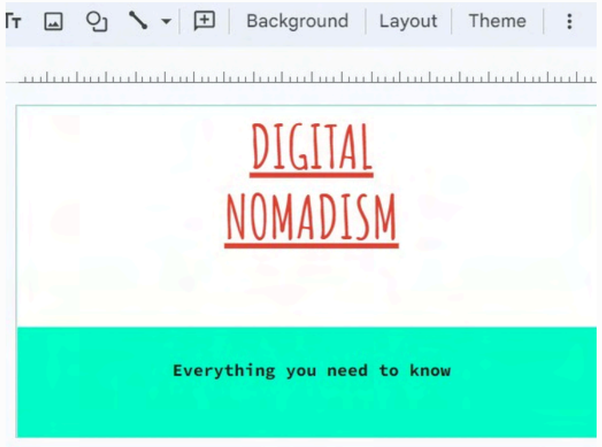


A comprehensive travel pack created to streamline the planning process, including detailed itineraries, budget breakdowns, travel requirements, and essential information for a smooth and well-organized trip.

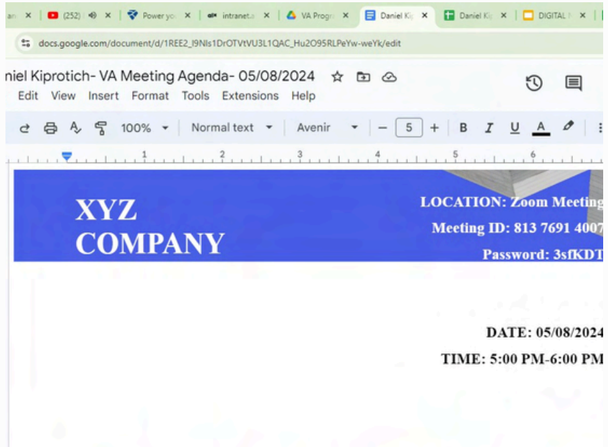


Skilled in online research and data entry, as shown by this project where I gathered accurate information and efficiently organized it into a structured format for easy access and analysis.

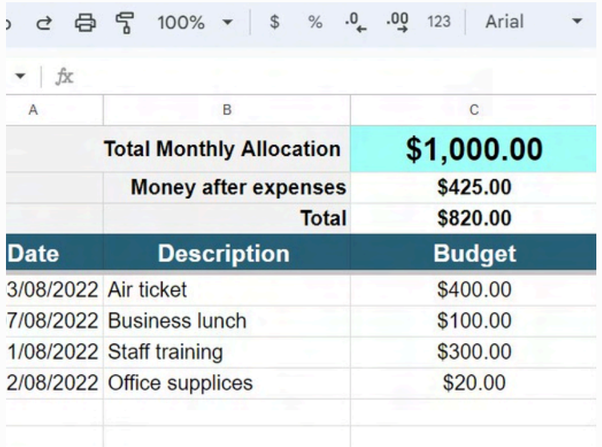
Professional Projects



Developed a detailed presentation on Digital Nomadism, showcasing expertise in Google Slides and effective remote work strategies

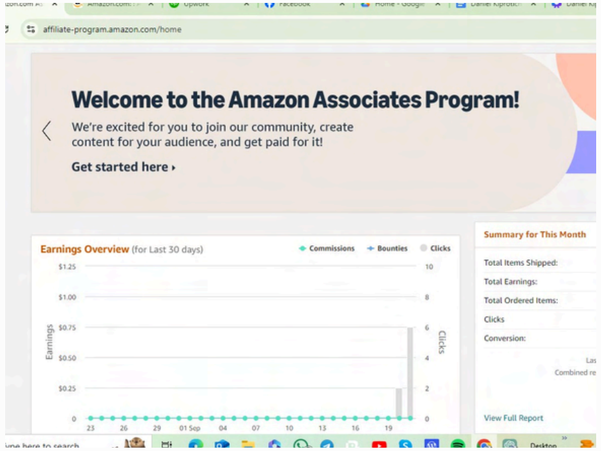


Created a structured meeting agenda for XYZ Company, ensuring clear objectives, timelines, and actionable outcomes.



	Total Monthly Allocation	$1,000.00
	Money after expenses	$425.00
	Total	$820.00
Date	Description	Budget
3/08/2022	Air ticket	$400.00
7/08/2022	Business lunch	$100.00
1/08/2022	Staff training	$300.00
2/08/2022	Office supplices	$20.00

Designed a comprehensive monthly expense tracker to streamline budgeting and financial management



This screenshot showcases my Amazon affiliate dashboard, highlighting my engagement and success in promoting products. It reflects my commitment to driving traffic and generating revenue through strategic marketing efforts.

Social Media

YouTube Channels

Around the World Travels
Trending News Channel
Since June 26, 2024
Created and managed engaging content on travel and trending news topics. Developed strategies for audience growth and interaction, resulting in a growing subscriber base and increased viewer engagement.

LinkedIn

Lwww.linkedin.com/in/danielkiprotich
Since August 2023
Showcase professional skills and connect with industry professionals. Regularly updated with insights on virtual assistance, project management, and industry trends.



Vision

- To empower businesses and individuals by providing exceptional executive virtual assistance and strategic project management, leveraging my expertise to enhance productivity, streamline operations, and drive success.



Personal Skills

I excel in Project Management, ensuring tasks are completed efficiently and on schedule. My proficiency in Executive Assistance allows me to provide exceptional support to clients and executives. Additionally, my Client Communication skills help build strong, productive relationships.

90%

Project Management

85%

Executive Assistance

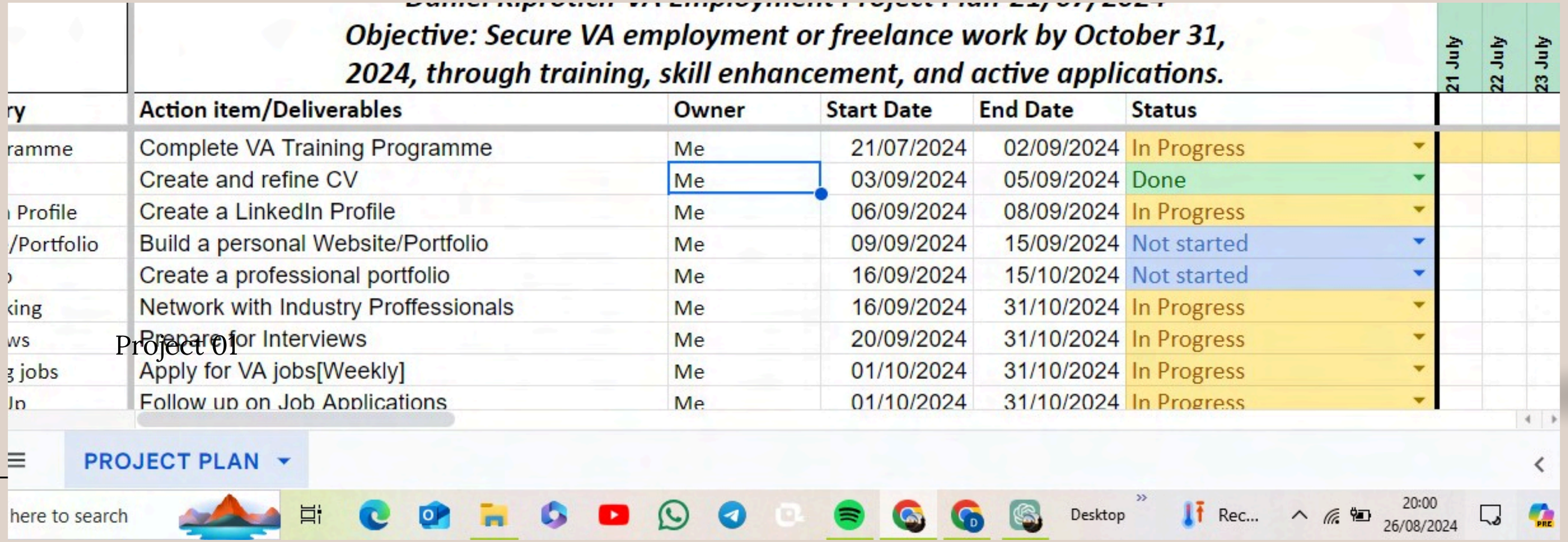
85%

Client Communication



Project Management

This project plan showcases my ability to organize, execute, and manage complex tasks. It reflects my proficiency in strategic planning and project management, skills essential for an effective Virtual Assistant.



Objective: Secure VA employment or freelance work by October 31, 2024, through training, skill enhancement, and active applications.

ry	Action item/Deliverables	Owner	Start Date	End Date	Status
ramme	Complete VA Training Programme	Me	21/07/2024	02/09/2024	In Progress
	Create and refine CV	Me	03/09/2024	05/09/2024	Done
Profile	Create a LinkedIn Profile	Me	06/09/2024	08/09/2024	In Progress
/Portfolio	Build a personal Website/Portfolio	Me	09/09/2024	15/09/2024	Not started
	Create a professional portfolio	Me	16/09/2024	15/10/2024	Not started
king	Network with Industry Proffessionals	Me	16/09/2024	31/10/2024	In Progress
ws	Prepare for Interviews	Me	20/09/2024	31/10/2024	In Progress
g jobs	Apply for VA jobs[Weekly]	Me	01/10/2024	31/10/2024	In Progress
Jp	Follow up on Job Applications	Me	01/10/2024	31/10/2024	In Progress

21 July | 22 July | 23 July

PROJECT PLAN

here to search | Desktop | Rec... | 20:00 | 26/08/2024

Project 01

Alx Africa VA Certificate



Project 01



Let's Work Together

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Nakuru, Kenya-Kabarak