

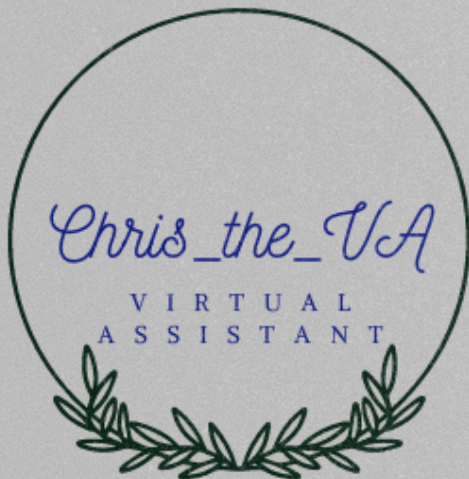
CHRISTINE MBUGUA PORTFOLIO



ABOUT CHRISTINE

I am highly dedicated and reliable Virtual Assistant, I take pride in delivering exceptional support to help businesses thrive. I am committed to ensuring that every task is completed with precision and care, allowing my clients to focus on their core objectives. My strong work ethic and passion for excellence make me a valuable asset to any team, and I am always eager to contribute to the success of the professionals I assist.

Below are two logos I created.



Cake my day

Cake flavours	1kg	1.5kg	2kg	3kg	4kg	5kg
Vanilla cake Vanilla Ginger	2150	2950	3650	4950	6050	7050
Lemon, orange, banana ,carrot, coconut, lemon&ginger	2350	3150	3950	5050	6150	7250
White forest, Black forest, Passion forest, Lemon blueberry, Red velvet, Strawberry Forest	2550	3150	3950	5150	6350	7650
Chocolate, marble, chocomint, chocolateXorange, OrangeXmint	2650	3150	4050	5050	6450	7850
Fruit cake (Rich),CoffeeXoreo, Caramel, coffeeXCinnamon, chocolate fudge	2850	3650	4350	5750	7250	8350
TIPSY CAKES Coconut rum, Pineapple rum,Red velvet&Baileys ,Chocolate baileys rum	3650	4650	5650	6350	7850	9650

**Hair by
Chris**

Services include;

- Knotless Braids
- Feed-in lines
- Box braids
- Kinky twists
- Dreadlocks' retouch
- Twist-outs
- And more

Get in-touch;

 0758920801
 0771800066

I created this posters using Canva. They were later on posted on different social media platforms.

Cake_my_day
Valentine's
Special offers!

Cinnamon rolls

6 Cinnamon rolls 600/-
 12 Cinnamon rolls 1200/-

Cupcakes

6 cupcakes 600/-
 12 cupcakes 1200/-

Doughnuts

6 Doughnuts 600/-
 12 Doughnuts 1200/-

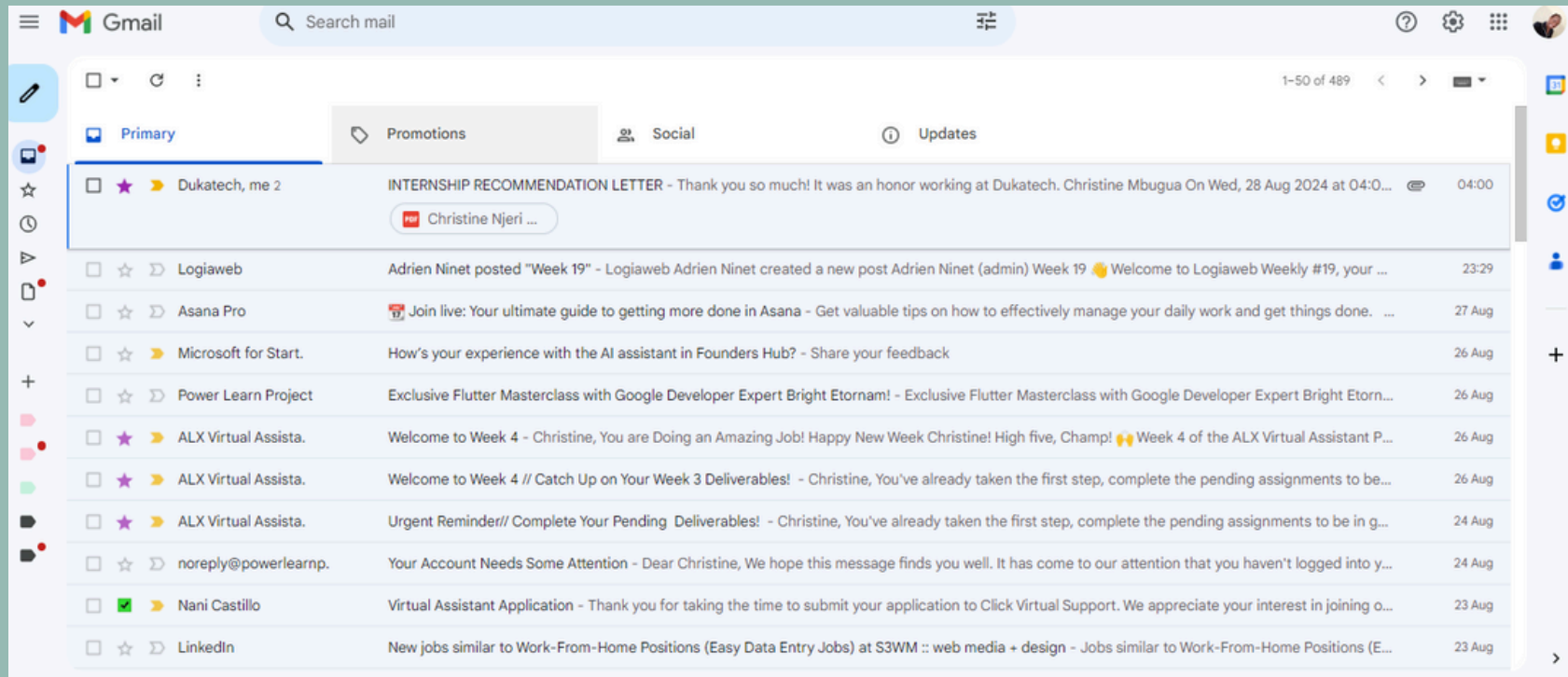
Cake

1kg cake with valentine topper 2250/-

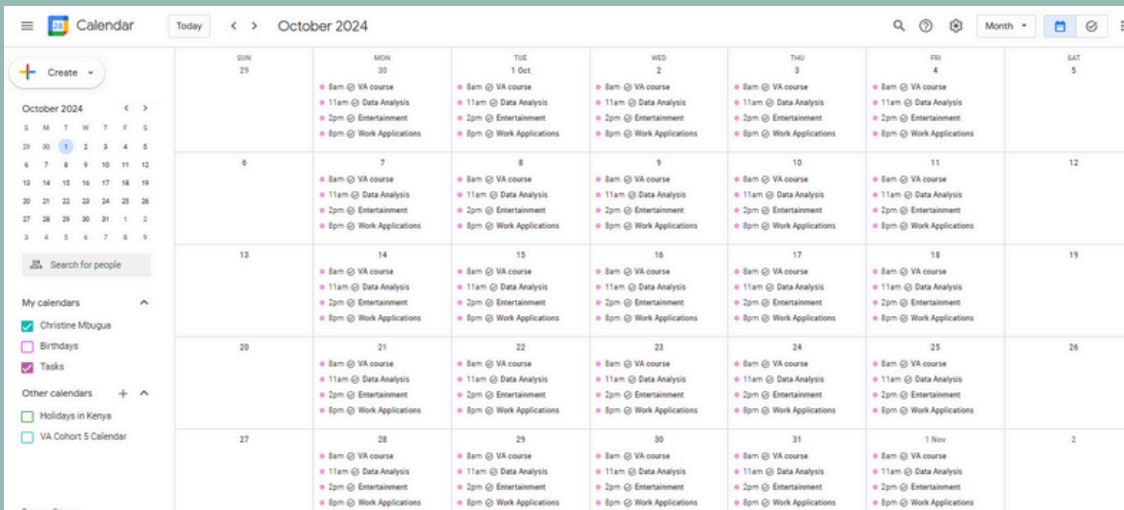
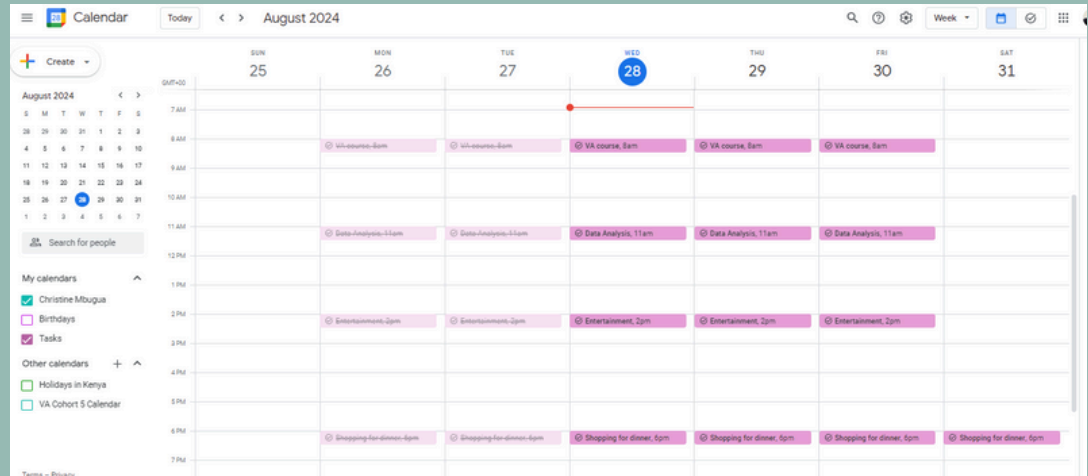
Flavours include;Vanilla, Red, Velvet, Banana, Lemon, Carrot

NOTE: All Orders must be made before 12th February.

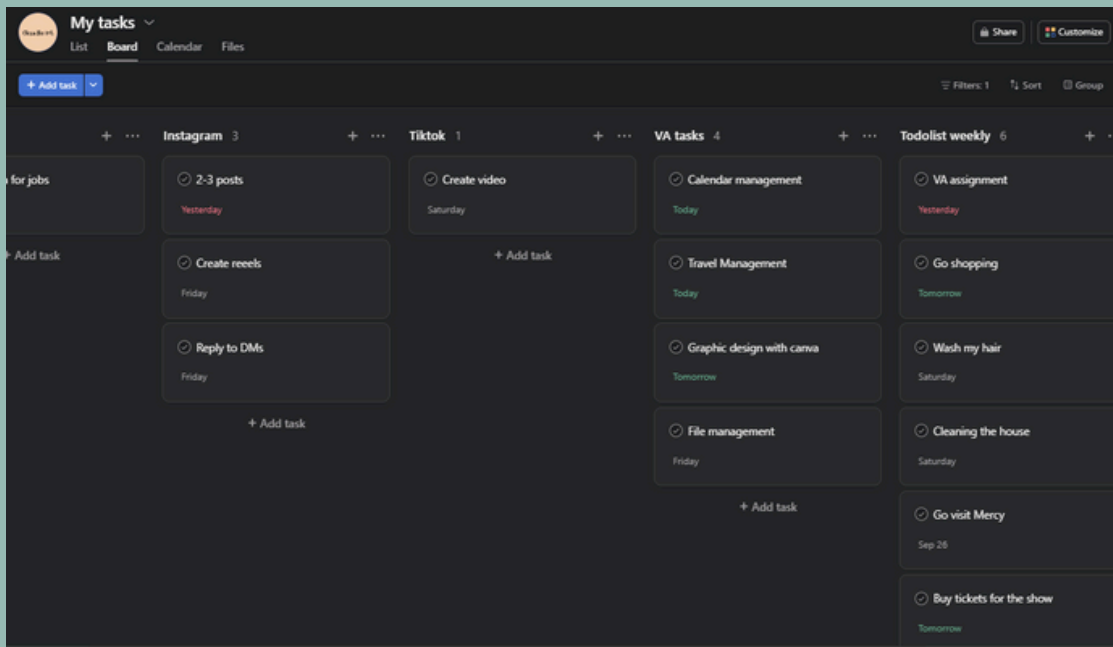
Below I have a screenshot of how I organize my emails by labelling them and marking them as important. I use different colors to label my emails for clarity.



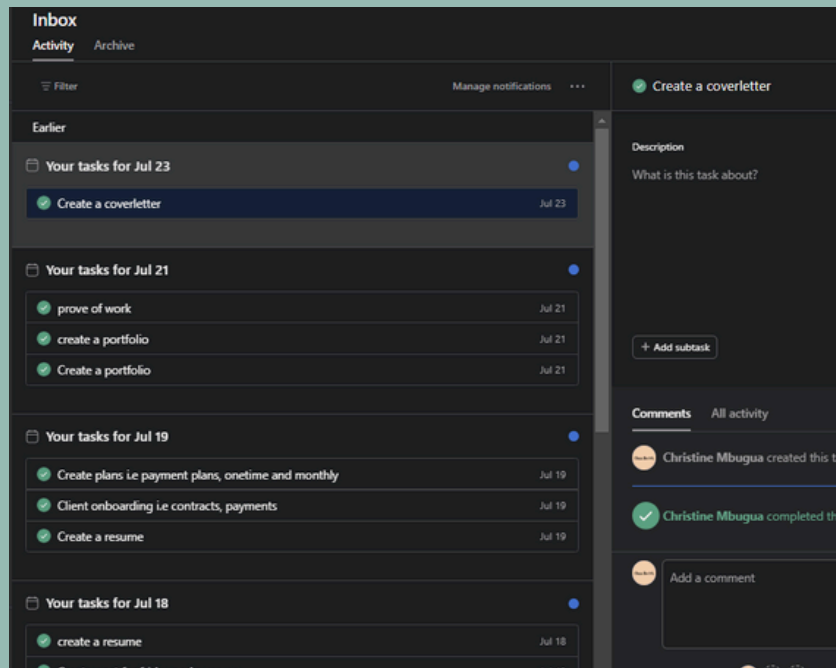
Making sure I plan my week
and month helps me
manage my time.

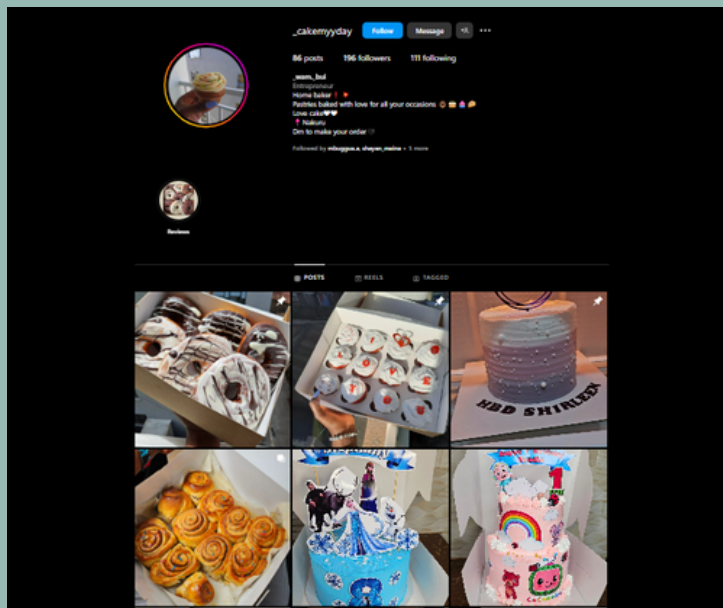


Setting reminders and
scheduling appointments
on my calendar has never
been this easy and efficient.

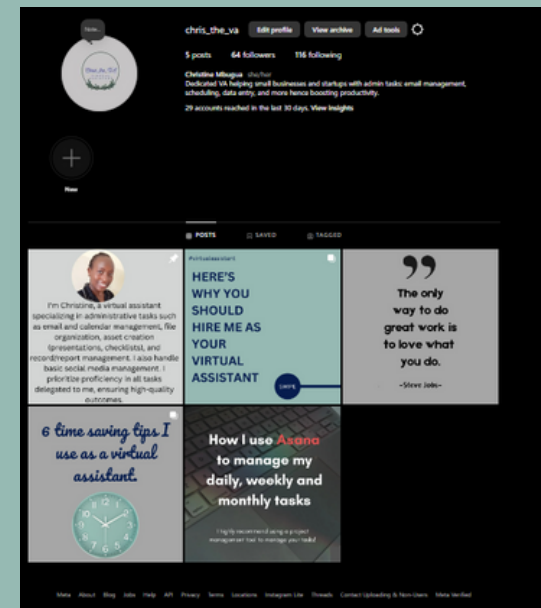


Using Asana to manage my tasks helps me meet deadlines.





Screenshots of some of the social media platforms I created and helped in creating content like posters. The one on the right is for my Instagram page which I created all the posts using Canva.



**THANK YOU for
going through my
portfolio!**