

PERSONAL PORTFOLIO

Raylyn Villanueva

General Virtual Assistant





Helping Businesses Stay Organized.

“Helping entrepreneurs organize operations, manage workflows, and reduce daily admin overload”

General Virtual Assistant

BASED IN
Philippines

TIME ZONE
GMT+8 (Philippines)

AVAILABLE
20-40 Hrs / week capacity

About me

THE HOOK

I am a Virtual Assistant who helps online entrepreneurs and small business owners stay organized and supported with their daily operations.

THE STORY

I enjoy creating organized systems and helping daily operations run smoothly. As I continue building my experience in virtual assistance, I focus on building reliable workflow, communication, and administrative support skills.

THE PROMISE

When you work with me, you can expect reliable support, clear communication, and on-time task completion. I make sure your daily operations stay organized so you can focus on growing your business.



QUICK FACTS

Years of experience

Entry-level

English proficiency

Professional Working Proficiency

Languages

English, Filipino

Primary work style

Async / Hybrid

What I deliver.

01

Inbox organized and managed daily

I manage and sort emails so nothing important gets missed and responses stay timely.

04

Daily operations stay organized

I track, update, and manage tasks to keep everything running smoothly.

02

Faster client replies

I handle message filtering and follow-ups to ensure quick, professional communication.

05

More time for business growth

I take over repetitive administrative tasks so you can focus on scaling.

03

Tasks completed on schedule

I organize workflows and priorities so deadlines are consistently met.

06

Less daily workload stress.

Routine tasks and day-to-day organization are handled efficiently, making your workload feel lighter and more manageable.

Tools I use:



Communication



Productivity



Docs



Design

The Organized Operations Method.

The 4-Step Method

01

Discovery

I start by understanding the client's daily workflow, current challenges, and the tasks taking up most of their time. This helps me identify which admin tasks, communication processes and organizational systems need the most support.

02

Setup

I organize the client's workflow by setting up task tracking systems, organizing files, and aligning communication tools such as Gmail, Google Calendar, and Trello. I also establish a clear process for daily task management and updates.

03

Execution

I provide reliable virtual assistance by managing tasks, organizing workflows, supporting communication, and helping daily operations run smoothly. Regular updates and completed tasks are communicated consistently throughout the workweek.

04

Reporting

I send clear progress updates through email or messaging platforms, including completed tasks, pending items, and any needed follow-ups. This keeps the client informed, organized, and aligned on priorities.

How I helped a small business owner stay organized and save 8+ hours per week through structured virtual assistance.

CLIENT

Small Online Business Owner |
E-commerce Industry

DURATION

2 Weeks

PROBLEM

A small business owner was struggling to manage emails, daily tasks, and follow-ups while running their business operations alone. Important messages were getting missed, deadlines were difficult to track, and over 2 hours each day were spent manually organizing tasks and schedules.

SOLUTION

I created a structured task management system using Trello to organize priorities, deadlines, and daily workflows. I organized the client's inbox into clear categories to improve visibility and response management. I also implemented a daily tracking routine and prepared reusable communication and templates and follow-ups to keep communication consistent and efficient.

RESULT

The client saved more than 8 hours weekly by reducing time spent on repetitive admin work and task organization. Daily operations became more organized, response times improved, and task completion became more consistent through a clear workflow system.

How I helped a growing online team reduce response delays and improve task coordination within 4 weeks.

PROBLEM

A growing online service team was struggling with delayed client responses, inconsistent task updates, and scattered communication across different platforms. Team members were missing follow-ups and spending over 10 hours weekly searching for updates, files, and pending tasks.

SOLUTION

I created a centralized task tracking system using Trello to organize assignments, deadlines, and progress updates for the team. I also implemented a structured communication workflow to ensure client inquiries and follow-ups were monitored consistently. To improve visibility, I organized shared files and created daily update procedures so team members could easily track ongoing tasks and priorities.

RESULT

The team reduced internal response delays by over 60% within the first month and improved task visibility across daily operations. Weekly time lost searching for updates and files was reduced by more than 10 hours, allowing the team to handle client requests more efficiently and maintain smoother communication.

Task Coordination Dashboard

Team Member	Task	Priority	Status	Deadline
Rain	Client follow-ups emails	High	Completed	May 20
Kenneth	Organized shared files	Medium	In Progress	May 21
Avyanna	Update task tracker	High	Completed	May 22
Dwayne	Schedule team updates	Medium	Pending	May 23
Brielle	Monitor client inquiries	High	In Progress	May 24

"Created using Google Sheets to simulate task tracking, workflow coordination, and team communication system"

Key Results

08+

Hours per week saved

Time saved from manual inbox management and task organization through a structured VA system.

\$0

Reduced operational costs

Uses only free tools (no extra software cost)

100%

Improved workflow visibility

All tasks and emails categorized, tracked, and updated for clearer daily operations.

12+

Tasks Organized Daily

Average number of client tasks properly tracked and managed each day.

02x

Faster task completion

Improved efficiency through Trello-based task prioritization and tracking system.

90%

Fewer missed follow-ups

Improved communication system ensured important messages were consistently tracked and responded to.

Three Ways to Work Together.

STARTER

Starting from

\$150-\$250

/month

Best for: solo entrepreneurs who need light virtual assistance or want to test working with a VA before committing long-term.

INCLUDES

- Basic inbox organization (email sorting & cleanup)
- Simple task tracking using Trello
- File organization in Google Drive
- Data entry support

MOST POPULAR

PROFESSIONAL

Starting from

\$350-\$600

/month

Best for: busy business owners who need consistent daily virtual assistance and structured workflow support.

INCLUDES

- Full inbox and email management
- Daily task tracking (Trello/Sheets)
- Google Calendar scheduling
- Workflow organization & communication support]

PREMIUM

Starting from

\$700-\$900

/month

Best for: growing businesses needing priority virtual assistance and structured operations support.

INCLUDES

- Advanced workflow & SOP setup
- Priority response & faster turnaround
- Daily task updates & reporting
- Process improvement & system optimization

Why work with me.

01 Flexible Time Zone Support

Based in the Philippines, I can provide support that overlaps with US, AU, and international business hours. This allows tasks, updates, and communication to continue moving efficiently across different time zones.

03 Organized and Detail-Oriented Workflow

I naturally enjoy organizing tasks, managing workflows, and keeping systems structured and updated. This helps me maintain consistency, track priorities clearly, and create smoother workflows for clients.

02 Clear and Professional Communication

I communicate clearly and professionally when handling task updates, email support, and client coordination. I focus on staying organized, responsive, and ensuring smooth daily operations.

04 Reliable Support at a Cost-Effective Rate

Clients receive organized, dependable support while maintaining a flexible and scalable support cost. This allows business owners to save time on repetitive admin tasks and focus on growth and higher-priority work.

Let's Work Together

Currently open for Virtual Assistant opportunities and collaboration.

BOOK A DISCOVERY CALL →

OR REACH OUT DIRECTLY

 [EMAIL Me](mailto:rainlynvillanueva@gmail.com) → rainlynvillanueva@gmail.com

 [LINKEDIN Profile](https://www.linkedin.com/in/rainlyn-villanueva-7779a9409) <https://www.linkedin.com/in/rainlyn-villanueva-7779a9409>

 [INSTAGRAM](https://instagram.com/rainlynvillanueva) <https://instagram.com/rainlynvillanueva>

Looking forward to working with you.

APPENDIX: SOP & WORKFLOW

Standard Operating Procedure

Daily Inbox & Task Management SOP

Purpose:

Organize emails and tasks efficiently to avoid missed follow-ups.

Tools:

Gmail | Trello | Google Drive

Steps:

- *Check and filter email inbox*
- *Sort emails (Urgent / Pending / FYI)*
- *Convert relevant emails into tasks*
- *Organize and assign tasks in Trello*
- *Update project/task progress daily*

Output:

- *An organized and zero-clutter inbox*
- *An updated and accurate task board*
- *A clear, structured daily workflow*

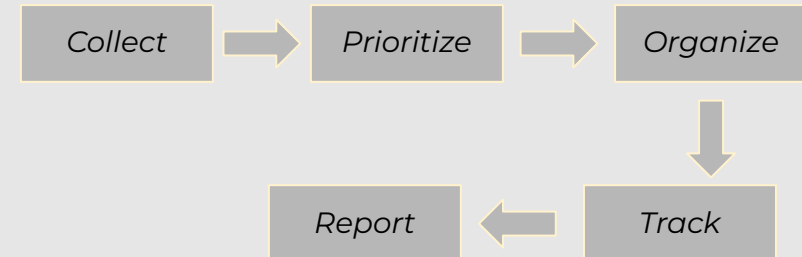
Sample Workflow / Process Map

Client Task Management Workflow

Input:

Client emails, messages, meeting notes

Process:



Output:

Structured task system with clear workflow visibility.