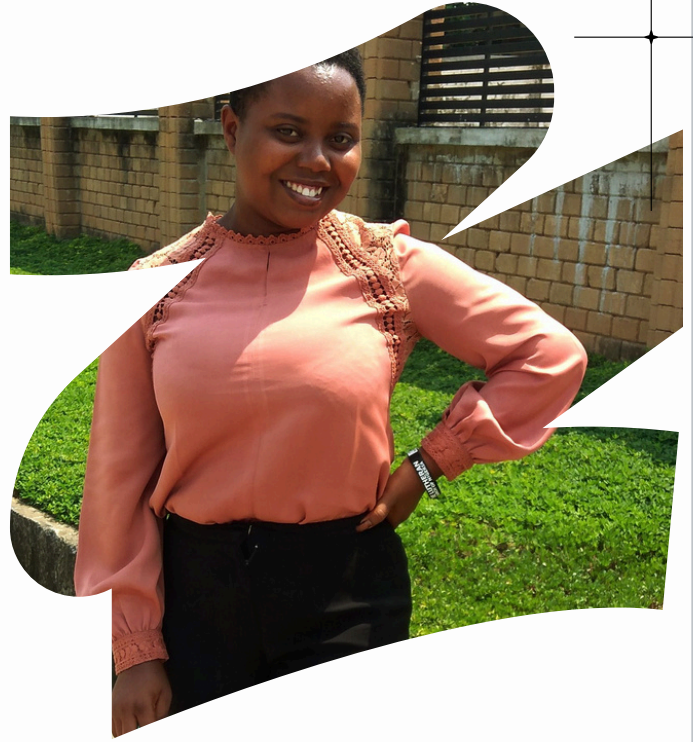


*Hello*

I'm

# HOSANNA OKON

Your Trusted Virtual Assistant



## **About me**

I am on a mission to prove that everyone can achieve greatness with the right support. Turning support into a fulfilling career? That's my jam!

With over 7 years of experience as an administrative assistant, I've honed my craft to provide executives and business owners with the systems, structure, and day-to-day support they need to reclaim their time and soar to new heights.

Throughout my journey of growing small businesses, one thing has become crystal clear: many owners are so caught up in the daily grind that they've lost touch with their brand's essence. But fear not! I'm here to reignite that spark and infuse your business with the essence of you. Because, let's face it, how you do one thing is how you do everything. And if you own a business, it should reflect all of you, right?

So, when you work with me, you're not just getting a virtual assistant; you're getting a partner who steps into your shoes with a fresh perspective, ready to ignite your brand's true potential.

Let's make magic together! And hey, if you're ready, shoot me an email! Or better yet, let's set up a discovery call and see if we're a match made in virtual assistant heaven.

Together, we'll make greatness happen!

# My services

## **EMAIL MANAGEMENT**

Inbox Optimization  
Reach Inbox Zero  
Prioritize emails  
Respond promptly to inquiries  
craft clear and concise email drafts

## **CALENDAR MANAGEMENT**

Plan and organize events  
Set up meetings  
Send reminders and followups

## **PERSONAL ASSISTANCE**

Travel planning and Coordination  
Meeting organization/ Planning  
Household Management

# My services

## **SOCIAL MEDIA MANAGEMENT**

Streamline content scheduling, engagement, and analytics across multiple social platforms

## **AUTOMATION: Zapier, Airtable EVENT MANAGEMENT**

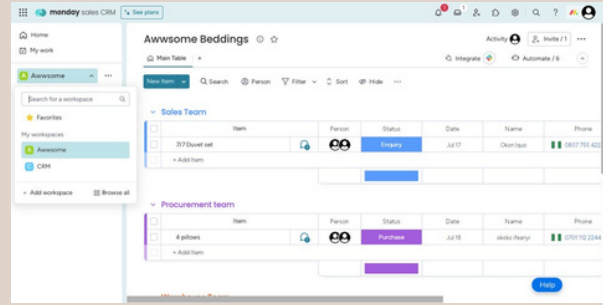
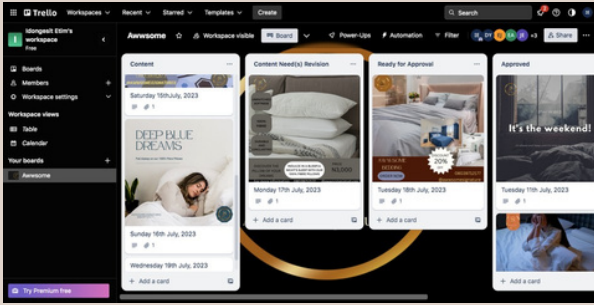
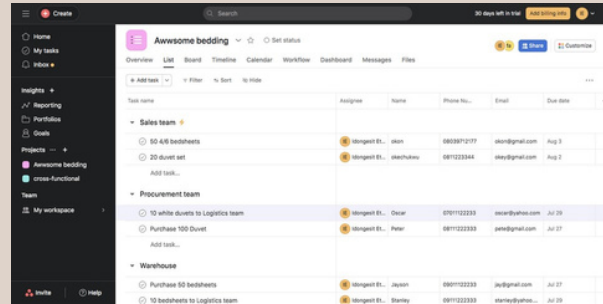
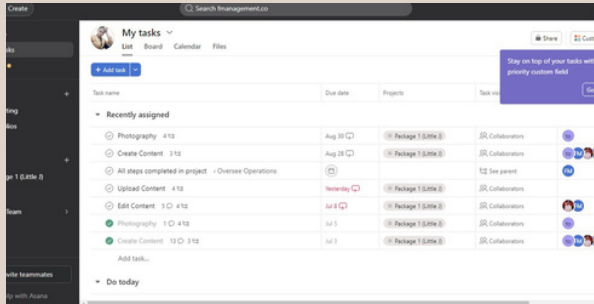
Plan and execute events  
Bring vision to life

## **PROJECT MANAGEMENT**

Make a plan Assign work Set goals Check progress Keep on track

# Project Management

Using: Asana/Trello/Monday.com/





# Lead Generation / E-mail Campaign

Using: Apollo and Contactout

First Name	Last Name	Title	Company	Company Name for Emails	Email	Email Status	Seniority	Department	Contact On First Name
Shery	Udiano	Procurement Officer	Landart Electronics	Landart Electronics	shery@landartelectronics.com	Verified	Entry	Finance	longstreet +234 1 462 5201
Charles	Onike	Procurement Officer	Ceaso and DAlberto Ltd	Ceaso and DAlberto	charles@ceasoltd.com	Verified	Entry	Finance	longstreet +234 1 212 0481
Jule	Lucky	Procurement Officer	Alison Nigra Ltd	Alison Nigra	jule@alisonnigra.com	Verified	Entry	Finance	longstreet +234 802 354 4980
Esther	Hyungjoo	Procurement Officer	VYS Nigeria Construction Ltd.	VYS Nigeria Construction	esther@vysng.com	Verified	Entry	Finance	longstreet +234 783 432 7918
Oluseye	Sulastri	Procurement Officer	HORATIO LIMITED	HORATIO LIMITED	oluseye.sulastri@horatio.com	Verified	Entry	Finance	longstreet +81 81791 81217
Tariq	Coler	Procurement Officer	Construction Kaban Limited (CKL)	Construction Kaban Limited	tariq@constructionkaban.com	Verified	Entry	Finance	longstreet +234 1 465 4373
Terence	Omadi	Procurement Officer	Landart Electronics Ltd	Landart Electronics	terence@landartelectronics.com	Verified	Entry	Finance	longstreet +234 1 462 8200
Pauline	Almondale	Procurement Officer	Landart Electronics Ltd	Landart Electronics	pauline@landartelectronics.com	Verified	Entry	Finance	longstreet +234 234 814 5000
Tarek	Alko-Oguzturk	Procurement Officer	Abico Plc	Abico Plc	tarek@abico.com	Verified	Entry	Finance	longstreet +234 1 295 5047
Deborah	Hysala	Procurement Officer	Abico Plc	Abico Plc	deborah.hysala@abico.com	Verified	Entry	Finance	longstreet +234 1 295 5047

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Search: Name (e.g. John Smith), Job Title, Seniority, Skills, Years in current role, Select experience range.

- Danilo Spirandelli** - Sales Executive at Cinar Group in 2010 - Present
- Tom Rutherford** - Founder & CEO at Media in 2022 - Present
- Paulyyn Devassandaram** - Founder & CEO at Media in 2022 - Present

Webinar July 11 - 5 Outbound Sales Secrets from Apollo's Own Data

Sequences: Social Media Marketing

Overview | Contacts | Emails | Activity Log | Settings | Report | Play | Add Contacts

EMAIL STATS PER INDIVIDUAL CONTACT

Day 1: Automatic email

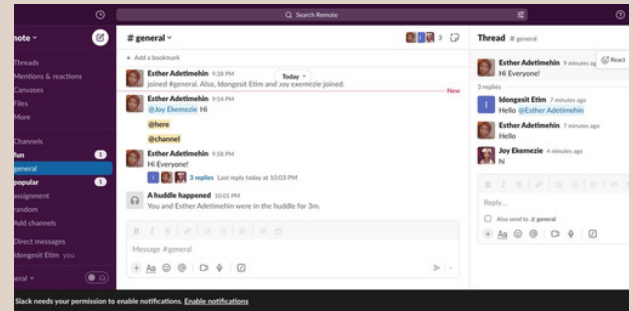
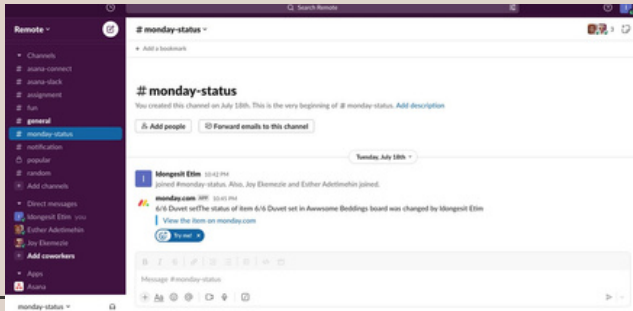
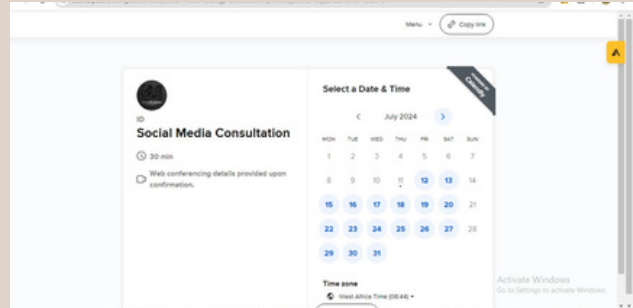
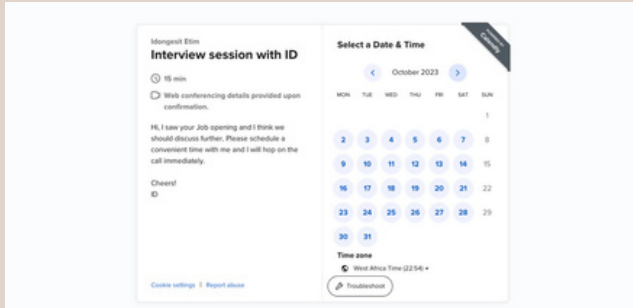
Webinar July 11 - 5 Outbound Sales Secrets from Apollo's Own Data

Search: People | Companies | Saved Lists

Filters: Hide Filters, Total (185), Not New (55), Saved (28)

- Jordan Hagek** - Co-Founder | Chair of the board
- Rub Tappert** - F&B Solutions

# Appointment setting / Communication



# Carousels

Feeling overwhelmed  
by your business?



@Id.\_V.\_Assistant

**DELEGATE AND  
CONQUER.**

Outsource tasks to free up your  
time for strategic growth

**MASTER YOUR  
SCHEDULE**

Optimize your time with  
effective time  
management tools and  
strategies

**BUILD STRONG  
RELATIONSHIPS**



Networking and collaboration can open  
doors to new opportunities

@Id.\_V.\_Assistant

**PRIORITIZE  
SELF-CARE**

Taking care of yourself is  
essential for business  
success

**NEED A HAND  
MANAGING YOUR  
BUSINESS? .**

Let's chat! DM for a free consultation

@Id.\_V.\_Assistant

# Graphics designs



Project 01



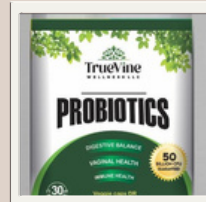
Project 02



Project 03



Project 04



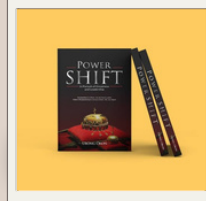
Project 05



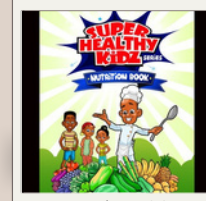
Project 06



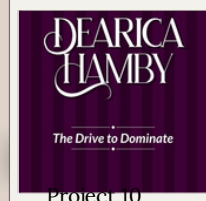
Project 07



Project 08



Project 09



Project 10

# Testimonials



**Idy**  
Founder

Sana is a lifesaver, Her organizational skills are top-notch, and she always keeps me informed about everything happening with my business. I appreciate her attention to detail and how well she communicates. Knowing that my business is in capable hands gives me peace of mind



**Ndanti**  
Manager

Working with Sana has been a game changer. Her ability to juggle multiple tasks and meet deadlines is impressive. She's a great communicator and always goes the extra mile. I trust her completely to handle my business while I focus on other areas



**Courage**  
CEO

Sana is a true asset to any team. Her ability to manage multiple tasks are unmatched. She's a proactive problem solver who isn't afraid to ask questions, a quality she believes, and I agree, leads to better results. I trust her to handle my business operations, allowing me to focus on other areas with peace of mind



**Essenowo**  
Manager

Sana is a graphic design wizard. Her designs are not just pretty, they're powerful tools that helped my business stand out. She listens carefully to my ideas and turns them into stunning visuals. I'm always amazed by her creativity and attention to detail

# What Makes Me Stand Out

## **PASSIONATE/ TRUSTWORTHY WORKER**

I work not just for income but also to contribute positively to my clients' business or personal goals. I find fulfillment in my work and take pleasure in achieving successful outcomes.

## **TIMEZONE IS NO BARRIER**

I have specifically trained to work effectively in different time zones, so I can easily adjust to different time zones and deliver results within preferred timeframe.

## **CLIENT-FOCUSED**

Ensuring client satisfaction is my main focus. I always prioritize meeting my clients' needs, desires, and requirements.

## **EAGER TO LEARN**

Although I might not be well-versed in all the latest online platforms, I am resourceful and tech-savvy. I possess the capacity to learn and educate myself to improve the service I provide to clients.

# Packages

Choose the package that works best for you

All packages are fully customizable to whatever services that you may need.  
Hourly Rate: \$15

## Bronze

\$280/Month  
20 HOURS of Executive Virtual Assistance  
All services are included

## Silver

\$520/Month  
40 HOURS of Executive Virtual Assistance  
All services are included

## Gold

\$1000/Month  
80 HOURS of Executive Virtual Assistance  
All services are included

## Special packages

### Graphic Designs

- Logos : \$100 each
- Unlimited Flyers : \$1000/Month

### Social Media management

- Content Creation
- Algorithm Monitoring
- Daily Posting and Engagement on all Social Media Platform
- 14 posts per week: \$700/month
- 10 posts per week: \$550/month
- 7 posts per week: \$400/month

