

Full Proposal *Sample*

Recruitment Process for VAs

Intro:

This document serves as a sample to demonstrate the elements and structure of a well-crafted proposal. It is intended for community members at Virtual Latinos to review and use as a guideline when creating their own proposals.





Rate per Hour*

\$11

Any Rate

\$6

\$7

\$8

\$9

\$10

\$11

Recruitment Process Full Proposal Sample for PDF

Telegram User

@Dinorah_Moreno5

Telegram user name - VA proposal submission

DESIRED RATE PER HOUR

- Choose from the dropdown list a rate that best suits your experience.

TELEGRAM USER

- Remember to use the same Telegram username you originally selected when you first applied to Virtual Latinos. If you haven't selected one yet, please follow the instructions below to create and set it up:
 - Combine your first and last name such as @JuanPerezM @MariaLopezK, or something that clearly identifies you by name and last name.
 - Please select a straightforward username aligned to your real name that will facilitate identification by our VL team.

INTRODUCTION

Hi, my name is Alejandra and I am an economist with over 12 years of experience in a variety of industries, including auditing, finance, construction, and technology. Over the past 10 years, I worked as an executive assistant at BDO, one of the largest auditing organizations worldwide, which provided me with the exceptional ability to facilitate all aspects of internal and external communications, support the day-to-day administrative, financial, and operational functions by working collaboratively with C-level executives. Given my diverse background and strong administrative experience, I believe I would be a great fit for this role.

MAIN TASKS

1. Executive/Personal Assistant

During my 10 years working as an executive assistant in a financial institution, I managed over 300 external contacts for the CEO and kept track of periodic communication needed for priority contacts. I also collaborated with the operations and marketing teams to develop and implement procedures which streamlined the data management process.

Furthermore, I scheduled cost effective air, hotel, and ground transportation for the C-level executives, while also creating and following up with their detailed travel itineraries.

2. Manage the Client's Email

In my previous role, I efficiently managed the email accounts of the company's board of directors. I am skilled in categorizing emails, deleting non-relevant messages, creating new email labels, and forwarding requests to the appropriate department. Additionally, I have experience using email management tools to ensure that emails are being handled properly.

3. Other General Admin Tasks

Throughout my professional experience, I have performed general administrative tasks, including taking notes in meetings, creating email and presentation templates, updating CRM software (such as Zoho and Salesforce), working with project management tools to monitor progress (Jira), and assisting other team members with special projects.

4. Calendar Management & Appointment Setting

I have over 10 years of experience managing and scheduling meetings for C-level and executives and other team members. During my time as an executive assistant, I had direct access to the CEO's agenda and managed his meeting requests by focusing on the important and not the urgent. Additionally, I color-coded and categorized everything from birthdays, client meetings, 1-2-1s with colleagues, reading and email time, holding meetings and even lunch. I was also in charge of organizing 5+ monthly meetings and the logistics, including scheduling, preparing the facilities, and organizing materials for the attendees.

SECONDARY TASKS

5. Basic Social Media Management

During my time working as an executive assistant, one of my tasks was to create a content calendar for social media platforms like Instagram, TikTok, and Facebook. I also analyzed the posts' performance to find the ideal posting times. The engagement rate was more than 200 likes, more than 400 comments and over 30 mentions on Instagram stories, with a total of 12 posts in September, increasing followers and interactions to 30% over the course of four months.

6. Basic Bookkeeping

In my previous jobs, I created quotes for other departments to give them estimates of how much a marketing campaign would cost, which required me to gather information from suppliers to negotiate prices. I also entered information related to invoices of expenses of the company, checked the bank information against the customer's payments and the company's expenses, and computerized petty cash bills. All these tasks were done using the company's internal system but I am more than excited to learn new bookkeeping software and skills.

7. Graphic Design

As previously mentioned, during my time working as an executive assistant I also was in charge of creating different graphic design pieces for the social media pages of the company. I was responsible for creating banners, content carousels, and digital images by working with Adobe tools such as Illustrator & InDesign. I was also trained in the use of digital web based tools such as Canva for graphic pieces or templates for others to use, being able to create up to 30 graphic pieces.

AUDIO

AVAILABILITY

Choose from the options in the dropdown that best suits your availability.

| Currently working/employed? | Need to provide a resignation notice? | Soonest Date Available to Start |
|-----------------------------|---------------------------------------|---------------------------------|
| No | No | 21/04/2025 |

Since this is a creative role that requires a portfolio review, please make sure your [portfolio link](#) is correctly added to your VA profile.

Do not include it in your proposal, as our team will only review portfolio links directly from your profile.