EMMANUELA ELOCHUKWU NNADIEKWE

*Executive Virtual Assistant Samples*

### SNAPSHOT

**Illustrative samples**
Fictional schedule, names and references

### CORE SKILLS

- Calendar Management
- Inbox Triage
- Travel Coordination
- Follow-Up Tracking
- Confidential Communication

### TOOLS

- Google Workspace
- Notion
- Slack
- Asana

# Executive Virtual Assistant Samples

*Calendar, inbox, travel and follow-up work*

These samples show the kind of work I do to support an executive: structuring the week, keeping the inbox under control, coordinating travel and tracking follow-ups. They are illustrative. The people, times and booking references are fictional.

## EXPERIENCE BEHIND THE SAMPLES

- **Branch management (team of 12):** recruited, trained and assigned staff, kept staff records and role documentation, and handled customer escalations with discretion.
- **Regional audit:** oversaw audit work across three branches and reported findings clearly to management.
- **Internal audit:** kept accurate documentation and prepared reports for management review.
- **Vendor communication:** dealt with suppliers on prices, invoices and payments, and checked that deliveries matched what was paid for.
- **Customer care:** handled high volumes of customer calls and enquiries, and set appointments as an administrative assistant.

## SAMPLE 1: EXECUTIVE WEEKLY SCHEDULE

A mock weekly calendar showing how I structure an executive's time: protected focus blocks, batched correspondence and travel preparation flagged early.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| **9:00 AM** | Inbox triage and daily brief | 1:1 with COO | Inbox triage and daily brief | Board deck review | Weekly wrap-up call |
| **11:00 AM** | Investor call (protected) | Focus block (protected) | Vendor check-in | Focus block (protected) | Team standup |
| **2:00 PM** | Focus block (protected) | Client meeting | Hiring interviews | Travel prep (flight at 6 PM) | Expense review |
| **4:00 PM** | Follow-up email batch | Follow-up email batch | Follow-up email batch | No meetings | Next week prep |

## SAMPLE 2: INBOX TRIAGE FRAMEWORK

A simple priority system that keeps the inbox under control without losing anything time-sensitive.

| Priority | Examples | Action |
|---|---|---|
| **Urgent** | Client escalation, time-sensitive contract, message from another executive | Flag it and draft a reply within one hour. Tell the executive directly if the deadline is today. |
| **Important** | Meeting requests, vendor invoices, internal approvals | Draft a response, add it to the follow-up tracker and batch it for the executive's review the same day. |
| **Routine** | Newsletters, FYI threads, automated notifications | Archive, unsubscribe or file. No executive time needed. |

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## SAMPLE 3: TRAVEL ITINERARY FORMAT

A clean, at-a-glance itinerary, with confirmation references kept next to each item for quick access.

| Date and time | Detail | Confirmation |
|---|---|---|
| **Thu, 6:00 PM** | Depart Lagos (LOS) to New York (JFK), outbound flight | Ref: SAMPLE-01 |
| **Fri, 8:30 AM** | Arrive JFK. Car service booked, driver contact on file | Ref: SAMPLE-02 |
| **Fri, 11:00 AM** | Hotel check-in, midtown New York | Ref: SAMPLE-03 |
| **Fri, 2:00 PM** | Investor meeting, midtown office, 12th floor | Agenda attached |
| **Sun, 7:00 PM** | Depart JFK to Lagos (LOS), return flight | Ref: SAMPLE-01 |

## SAMPLE 4: FOLLOW-UP TRACKER

Every promise made in a meeting goes into one list, with an owner and a date, so nothing is forgotten.

| Action | Owner | Due | Status |
|---|---|---|---|
| Send revised proposal to client | Executive | Tue | In progress |
| Confirm the vendor's updated price | Assistant | Wed | Not started |
| Book the follow-up call with the COO | Assistant | Mon | Done |
| Review the board deck draft | Executive | Thu | Scheduled |

**Tools I use:** Google Workspace, Notion, Slack, Asana, Monday.com, ClickUp, Trello, Zapier and Microsoft Office Suite.

*Sample only. All names, times, references and tasks are fictional. They show my working style and are not real records.*