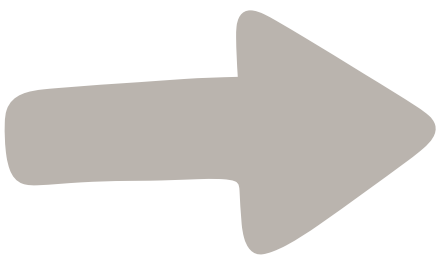


CHISOM IKEH'S PORTFOLIO

EXCEPTIONAL EXECUTIVE VIRTUAL ASSISTANT



ABOUT ME

As a dedicated Executive Virtual Assistant with 3 years of hands-on experience, I'm driven by a deep passion for helping professionals succeed by freeing them from the daily overwhelm of administrative tasks. What started as a desire to support others in a meaningful way has now evolved into a rewarding career where I can truly make a difference in how businesses operate.

I specialize in administrative support, project management, client communication, lead generation, appointment scheduling, customer support, and short-term rental management—offering the hands-on support that allows you to focus on what you do best. I work with tools like Asana, Trello, Slack, Google Suite, and Calendly to keep projects organized and workflows streamlined.

I love the process of creating systems that improve efficiency and foster growth. Whether I'm streamlining workflows, managing busy schedules, or handling complex tasks, my goal is to provide value at every step. I'm not just here to help you get things done—I'm here to make sure your business thrives.

Let's work together to build the systems that will support your success and help you reach your goals.



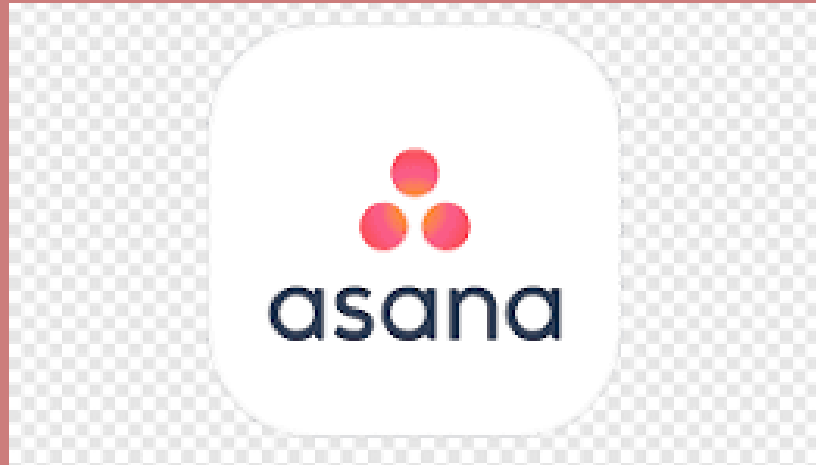
MY ADMINISTRATIVE SKILLS

- **Social Media Management**
- **Email management**
- **Appointment Scheduling**
- **Calendar Management**
- **File management**
- **Team management)**
- **Customer Support**
- **Project Management**
- **Short Term Rentals**
- **Travel Planning**
- **Lead Generation**



WORKFLOW TOOLS PROFICIENCY

- **Social Media Management: LinkedIn, Instagram**
- **Email management: Gmail, Outlook**
- **Appointment Scheduling: Google Scheduler, Calendly, Picktime, Square, Acuity**
- **Calendar Management: Google Calendar, Microsoft Calendar**
- **File management: Google Doc. Sheet, Excel, Slide, PowerPoint, Dropbox, Google form, Canva, gamma**
- **Team Management: Slack, Microsoft Teams, Skype, Loom, Whatsapp,**
- **Customer Support: Zendesk, Freshdesk, Livechat, Intercom, HubSpot**
- **Project Management: ClickUp, Monday.com, Asana, Trello**
- **Short Term Rentals: Airbnb, Zillow, Realtor, Hospitable, Booking.com**
- **Travel Planning: Kayak, Cheapoair, Google Flight**
- **Lead Generation: LinkedIn, Apollo.io, lead scraper**
- **Automation: Zapier**



APPOINTMENT SCHEDULING

PROBLEM SOLVED

- Reduce Overbooking and Scheduling Conflict
- Increased Productivity and Focus
- Better Work-life Balance
- Supports Different Appointment Types

WORK TOOLS

- Google Calendar
- Google Scheduler
- Calendly
- Picktime



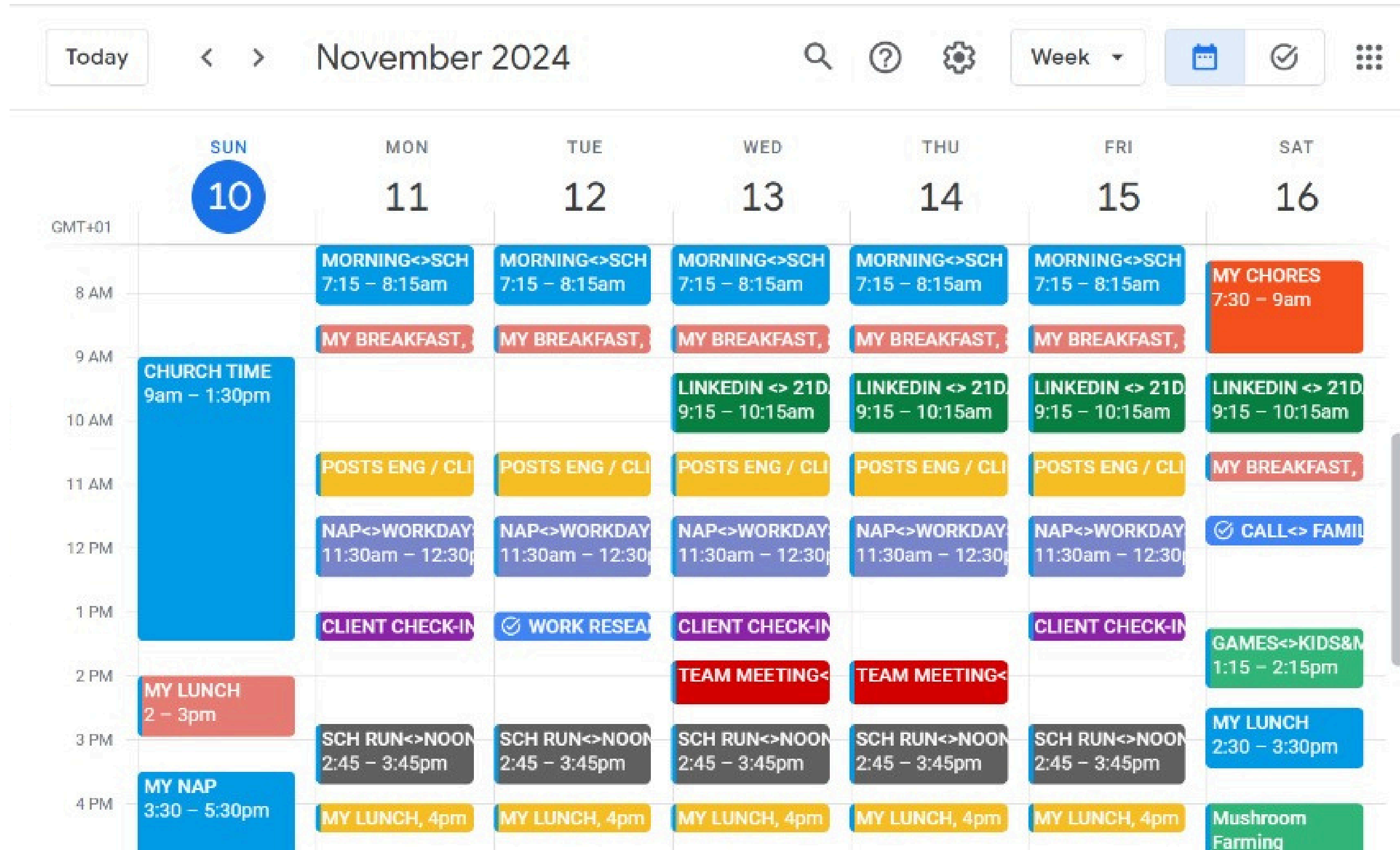
GOOGLE CALENDAR

WORK TOOLS

- Google Calendar
- Google Scheduler
- Calendly
- Picktime

PROBLEM SOLVED

- Reduce Overbooking and Scheduling Conflict
- Increased Productivity and Focus
- Better Work-life Balance
- Supports Different Appointment Types



CALENDAR MANAGEMENT

The screenshot displays a calendar application interface for November 2024. The main view is a weekly calendar grid starting from Sunday, November 24th, to Friday, November 29th. The time slots range from 8 AM to 3 PM. The interface includes a sidebar on the left with a 'Create' button, a search bar for people, and a list of calendars: 'My calendars' (Chisom Ikeh, Birthdays, Tasks) and 'Other calendars' (Holidays in Nigeria). The main grid shows various events such as 'MORNING<>SCH' (7:15 - 8:15am), 'MY BREAKFAST', 'PERSONAL TIME', 'CHURCH TIME' (9am - 1:30pm), '1:1 Clarity Ca', 'POSTS ENG', 'NAP<>WORK' (11:30am - 12:00pm), 'CLIENT CHE', 'TEAM MEET', and 'SCH RUN<>NOC' (2:45 - 3:45pm). A notification for '2 pending ti' is visible on Friday, November 29th.

Time	SUN 24	MON 25	TUE 26	WED 27	THU 28	FRI 29
8 AM		MORNING<>SCH 7:15 - 8:15am	MORNING<>SCH 7:15 - 8:15am	MORNING<>SCH 7:15 - 8:15am	MORNING<>SCH 7:15 - 8:15am	MORNING<>SCH 7:15 - 8:15am
9 AM	CHURCH TIME 9am - 1:30pm	MY BREAKFAST	MY BREAKFAST	MY BREAKFAST	MY BREAKFAST	MY BREAKFAST
10 AM	CHURCH TIME 9am - 1:30pm	PERSONAL TIME	PERSONAL TIME	PERSONAL TIME	PERSONAL TIME	PERSONAL TIME
11 AM	CHURCH TIME 9am - 1:30pm	1:1 Clarity Ca POSTS ENG	1:1 Clarity Ca POSTS ENG	1:1 Clarity Ca POSTS ENG	1:1 Clarity Ca POSTS ENG	1:1 Clarity Ca POSTS ENG
12 PM	CHURCH TIME 9am - 1:30pm	NAP<>WORK 11:30am - 12:00pm	NAP<>WORK 11:30am - 12:00pm	NAP<>WORK 11:30am - 12:00pm	NAP<>WORK 11:30am - 12:00pm	NAP<>WORK 11:30am - 12:00pm
1 PM	CHURCH TIME 9am - 1:30pm	CLIENT CHE	WORK RE	CLIENT CHE	CLIENT CHE	CLIENT CHE
2 PM	MY LUNCH 2 - 3pm			TEAM MEET	TEAM MEET	
3 PM	MY LUNCH 2 - 3pm	SCH RUN<>NOC 2:45 - 3:45pm	SCH RUN<>NOC 2:45 - 3:45pm	SCH RUN<>NOC 2:45 - 3:45pm	SCH RUN<>NOC 2:45 - 3:45pm	SCH RUN<>NOC 2:45 - 3:45pm

CALENDAR DAILY VIEW

WORK TOOLS

- Google Calendar
- Google Scheduler
- Calendly
- Picktime

PROBLEM SOLVED

- Reduce Overbooking and Scheduling Conflict
- Increased Productivity and Focus
- Better Work-life Balance
- Supports Different Appointment Types

The screenshot displays a calendar interface for Friday, 29 November 2024. The top navigation bar includes a search icon, a help icon, a settings gear, a 'Day' view selector, and a calendar icon. The main area shows a vertical timeline with the following events:

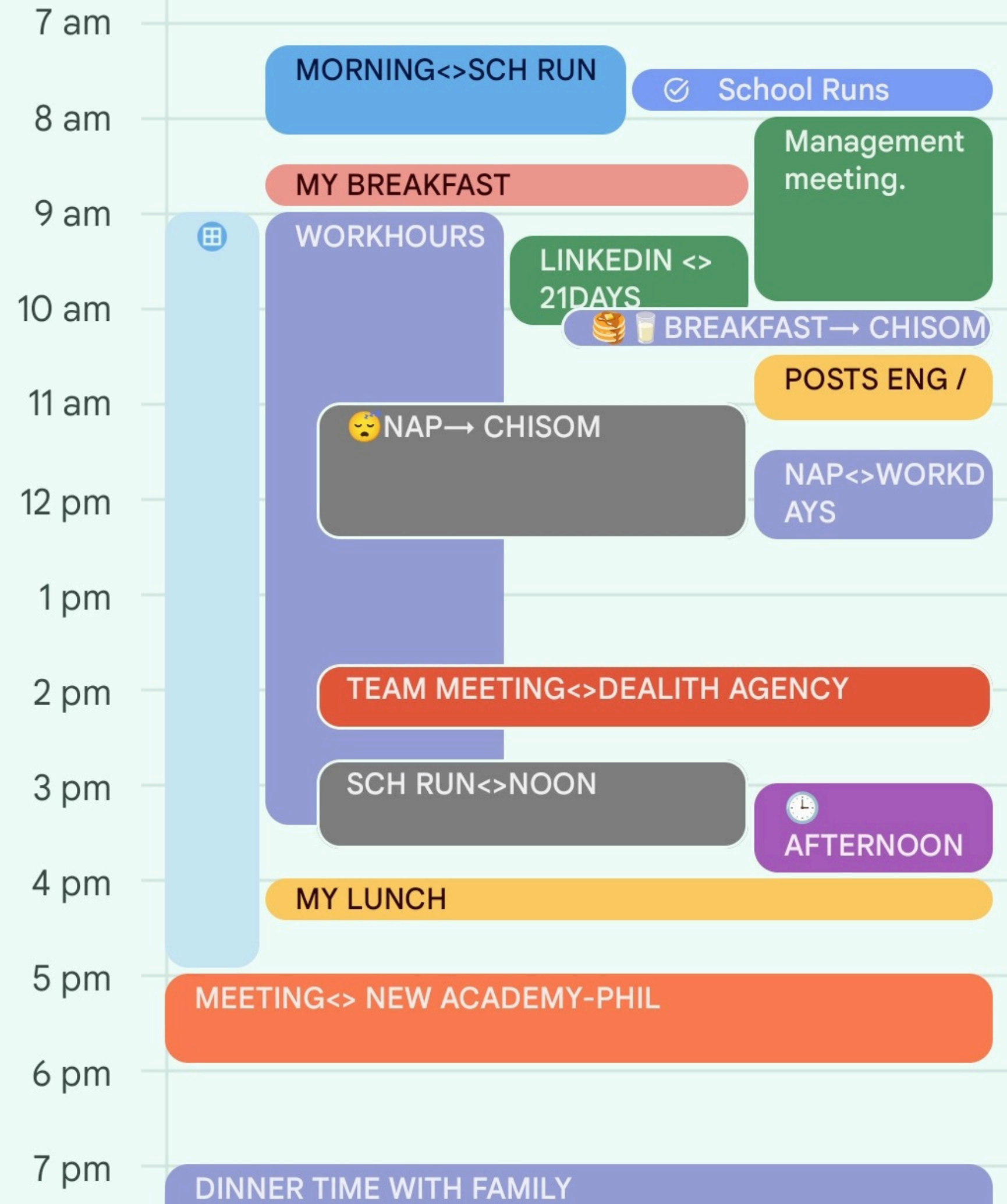
- 8 AM:** MORNING<->SCH RUN (7:15 – 8:15am) - Blue bar
- 9 AM:** MY BREAKFAST, 8:30am (8:30am – 9:00am) - Red bar
- 9 AM:** PERSONAL TIME, 9:15am (9:15am – 10:00am) - Red bar
- 10 AM:** 1:1 Clarity Call With Chisom Ikeh, 10am (10:00am – 10:30am) - Blue bar
- 11 AM:** POSTS ENG / CLIENT SEARCH, 10:30am (10:30am – 11:30am) - Yellow bar
- 12 PM:** NAP<->WORKDAYS (11:30am – 12:30pm) - Blue bar
- 1 PM:** CLIENT CHECK-IN, 1pm (1:00pm – 1:30pm) - Purple bar
- 3 PM:** SCH RUN<->NOON (2:45 – 3:45pm) - Grey bar

At the top of the timeline, there is a notification for '2 pending tasks' and a 'GMT+01' indicator. On the left side, a calendar grid shows the current date (29) highlighted in blue. Below the grid, there are sections for 'Search for people' and 'Calendly events'.

26



- 1am UPWORK<>JOB SEARCH
- 5am Early Morning Prayer
- 7:15am MORNING<>SCH RUN
- 8:30am MY BREAKFAST
- 9:15am PERSONAL TIME
- 10:30am POSTS ENG / CLIENT S
- 11:30am NAP<>WORKDAYS
- 1pm ☑ WORK RESEARCH- PAID
- 2:45pm SCH RUN<>NOON
- 4pm MY LUNCH
- 11:30pm WORK TIME<>LOG IN



CALENDAR MANAGEMENT

General

Language and region

Time zone

World clock

Event settings

Notification settings

View options

Events from Gmail

Keyboard shortcuts

Offline

Show weekends

Show declined events

Show completed tasks

Show week numbers

Display shorter events the same size as 30 minute events

Reduce the brightness of past events

View calendars side by side in Day View

Start week on
Sunday

Set custom view
4 days

GOOGLE SCHEDULER

The screenshot displays the Google Calendar interface with a bookable appointment schedule overlay. The calendar shows the month of November 2024, with the 10th highlighted. The appointment schedule is for a "1:1 Clarity Call With Chisom Ikeh" with 60-minute appointments. The schedule includes a "Welcome!" message and a list of services offered by Chisom Ikeh, such as administrative support, customer service, project management, and specialized support for short-term rentals. The interface also shows a "Create" button, a search bar, and a "Highlight Calendly events" checkbox.

Calendar Interface:

- Calendar title: Calendar
- Current date: Today
- Month: November 2024
- Calendar grid showing dates from 1 to 30.
- Appointment schedule overlay for "1:1 Clarity Call With Chisom Ikeh" (60 min appointments).
- Buttons: "Open booking page", "Share", "See all of your booking pages".
- Service description: "Welcome! Chisom Ikeh is a dedicated virtual assistant with expertise in supporting your business needs by helping you streamline operations and stay focused on what truly matters. My services include comprehensive administrative support, responsive customer service, efficient project management, strategic lead generation, seamless appointment scheduling, and specialized support for short-term rentals. With a focus on quality and attention to detail, I partner with you to ensure every task is completed professionally and on time."
- Search bar: "Search for people"
- Calendly integration: "Highlight Calendly events" checkbox.
- My calendars: "My calendars" link.

SUN	MON
27	28
3	4
10	11
17	18
24	25

FRI	SAT
1 Nov	2
8	9
15	16
22	23
29	30

CALENDLY

The screenshot shows the Calendly interface for managing event types. The browser address bar displays `calendly.com/event_types/user/me`. A notification at the top indicates that another application window is being shared. The user profile for Chisom Ikeh is visible, along with options to 'Take a look around', 'Invite user', and 'New Event Type'. The main content area lists three event types: 'Accountability', 'REHEARSAL', and 'Agric Dept meeting', each with a duration of 1 hour and a 'One-on-One' format. The 'Accountability' event type has a 'Share' button, while the others have 'Turn On' buttons. A sidebar on the left provides navigation for 'Event types', 'Scheduled events', 'Workflows', 'Routing', 'Upgrade your subscription', 'Availability', and 'Integrations & apps'. A 'Getting started' button is located in the bottom right corner.

calendly.com/event_types/user/me

You are sharing another application window. Stop Sharing

Take a look around Invite user

Chisom Ikeh
<https://calendly.com/chisomikeh> New Event Type

Event Type	Duration	Format	Action
Accountability	1 hr	One-on-One	View booking page, Copy link, Share
REHEARSAL	1 hr	One-on-One	View booking page, Copy link, Turn On
Agric Dept meeting	1 hr	One-on-One	View booking page, Copy link, Turn On

Upgrade your subscription
Get even more of the Calendly features you need.

Getting started

PICKTIME

The screenshot displays the PickTime web application interface. The browser address bar shows the URL: `picktime.com/app#calendar/s/d/20240201/all/allTeam`. The page title is "Calendar".

Navigation and Controls:

- Top right: "Upgrade" button, calendar icon, and "+ New Appointment" button.
- Filtering: "All Locations" and "All Team" dropdown menus.
- Date navigation: "Thu, Feb 1st, 2024" with left and right arrows.
- View options: "Weekly", "Daily" (selected), and "Month" buttons.

Sidebar Menu (Left):

- Logo and user name: "Chisom" with a dropdown arrow.
- Calendar (selected)
- Customers
- Service Setup (with a dropdown arrow)
 - Services
 - Classes
 - Resources
- Team
- Locations
- Online Booking

Calendar Grid:

Time Slot	Chisom Ikeh	Basilia	Kim
8am	Unavailable (hatched)	Unavailable (hatched)	Unavailable (hatched)
8:30am	Unavailable (hatched)	Unavailable (hatched)	Unavailable (hatched)
9am	9am	9am	9am
9:30am	9:30am	9:30am	9:30am
10am	10am	10am	10am
10:30am	10:30am	10:30am	10:30am
11am	11:00 - 11:30 Dental care with Uju Peters	11am	11:00 - 11:30 BAKING CLASS with Peace Njide
11:30am	11:30am	11:30am	11:30am

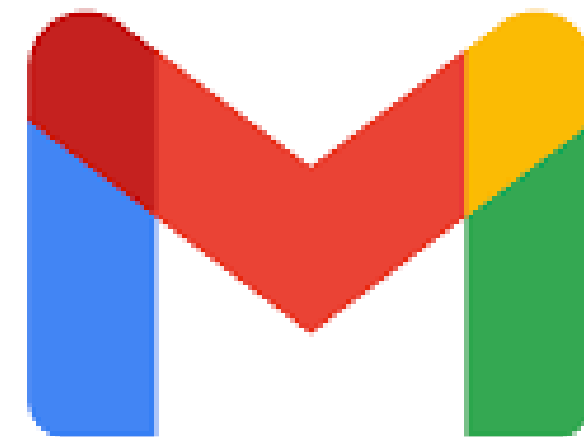
EMAIL MANAGEMENT

WORK TOOLS

- Gmail
- Microsoft Outlook
- Yahoo mail

PROBLEM SOLVED

- Reduced Overwhelm
- Increased Productivity and Focus
- Better Work-life Balance
- Improved Client Relationship



GMAIL

The screenshot displays the Gmail interface. On the left is a sidebar with navigation options: Compose, Inbox (selected), Starred, Snoozed, Sent, Drafts (4), and More. Below these are labels: BOOKED (6), REVIEW, TO-DO, and URGENT. The main area features a search bar, a filter menu (currently set to 'Primary'), and a list of 25 emails. The visible emails include:

- DIANAROSE AGBI (BOOKED): Invitation: Verification meeting @ Mon Jun 10, 2024 12pm - 1pm (WAT) (m...)
- LEARN IT ACADEMY (REVIEW): Re: Enquiries - Hi Modeltgold, Hi, Thank you for reaching out to us. The cu...
- Olamiposi Ekuma (URGENT): Updated invitation from an unknown sender: TxE Bootcamp Checkin @ Ev...
- DIANAROSE AGBI (BOOKED): (no subject)
- Chisom Ikeh (Accoun.) (TO-DO): Enquiry - This ticket was created on your behalf. To add additional comme...
- Chisom Ikeh's Works. 3 (TO-DO): Choose a date for the birthday - ClickUp CI Priority changed by Chisom Ik...
- HubSpot (URGENT): Tovia Ikeh (ikehchisom17@gmail.com) created a team invite link for your a...
- 16Personalities (URGENT): Your personality type: Protagonist (ENFJ-A) - The results of your persona...
- Chisom, Draft 2 (TO-DO): Invitation from an unknown sender: PROFESSIONAL TRAINING @ Weekly fr...
- Enugu Tech Summit (URGENT): Beneficiary Spotlight - Hello Amazing Human, You're getting this mail bec...

GMAIL SETTINGS

The image shows the Gmail Settings page with the 'Inbox' tab selected. The left sidebar contains navigation options like 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. The main content area shows settings for 'Inbox type' (Default), 'Categories' (Primary, Promotions, Social, Updates, Forums), 'Starred messages' (Include starred in Primary), and 'Bundling in Promotions' (Enable bundling of top promo emails in Promotions). A small inset image at the bottom right shows a close-up of the inbox tabs with an arrow pointing to the 'Promotions' tab.

Compose

Inbox

Starred

Snoozed

Sent

Drafts 4

More

Labels +

- BOOKED** 6
- REVIEW**
- TO-DO**
- URGENT**

Settings

General Labels **Inbox** Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons

Chat and Meet Advanced Offline Themes

Inbox type: Default

Categories: [Learn more](#)

- Primary
- Promotions
- Social
- Updates
- Forums

Starred messages

- Include starred in Primary

Bundling in Promotions

- Enable bundling of top promo emails in Promotions

Choose which message categories to show as inbox tabs. Other messages will appear in the Primary tab.

De-select all categories to go back to your old inbox.

FILE MANAGEMENT

PROBLEM SOLVED

- Reduce Time Wastage
- Enhanced Security
- Improved Collaboration
- Streamlined Processes

WORK TOOLS

- Google Doc
- Google Form
- Google Slide
- Google Drive
- Google Sheets
- Dropbox



GOOGLE DOCS

The image shows a screenshot of the Google Drive web interface. At the top left is the Drive logo. Below it is a 'New' button and a sidebar with navigation options: Home, My Drive, and a list of folders including 'Chisom Ikeh CV', 'COMPANY'S CERTIFI...', 'CONTENT CREATION', 'GRADUATION', 'IT TEAM', 'JULY BATCH', 'MY COACHING SLIDES', 'OCTOBER BATCH 20...', 'PORTFOLIO', 'PROJECT 360', and 'SKILLED SUPPORT'. The main area is titled 'My Drive' and contains a search bar, filter buttons for 'Type', 'People', and 'Modified', and a list of folders. The folders are arranged in a grid and include: 'Chisom Ikeh CV', 'COMPANY'S CERTIFICATE', 'CONTENT CREATION', 'GRADUATION', 'IT TEAM', 'JULY BATCH', 'MY COACHING SLIDES', 'OCTOBER BATCH 2024 (SSS)', 'PORTFOLIO', 'PROJECT 360', 'SKILLED SUPPORT', 'STAN PROJECT', and 'Webinar'. At the top right of the main area are icons for help, settings, and a grid view selector.

Drive

Search in Drive

My Drive

Type People Modified

Folders

- Chisom Ikeh CV
- COMPANY'S CERTIFICATE
- CONTENT CREATION
- GRADUATION
- IT TEAM
- JULY BATCH
- MY COACHING SLIDES
- OCTOBER BATCH 2024 (SSS)
- PORTFOLIO
- PROJECT 360
- SKILLED SUPPORT
- STAN PROJECT
- Webinar
- WEEKLY COURSE OUTLINE

Name

DROPBOX

The image shows the Dropbox web interface. On the left is a sidebar with the Dropbox logo, a home icon, and a 'Folders' section containing a list of folders: 'All files', 'File requests', 'LearnIT Academy f...', 'LearnITacademy A...', 'learnITacademy Te...', and 'TAH'. The top navigation bar includes a search bar, an 'Invite members' button, and a menu icon. Below the navigation are three main action buttons: 'Create', 'Upload or drop', and 'Create folder'. The main content area is titled 'Suggested for you' and displays two items: a folder named 'TAH' and a photo of two women in red dresses. The photo's filename is '0e755fd5e92...07336b5acfc'.

Folders

- All files
- > File requests
- > LearnIT Academy f...
- > LearnITacademy A...
- > learnITacademy Te...
- > TAH

Search

Invite members

Create

Upload or drop

Create folder

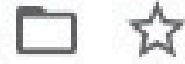
Suggested for you

TAH
Folder • Dropbox

0e755fd5e92...07336b5acfc
JPG • TAH

GOOGLE FORM

SSS Oct Training Form



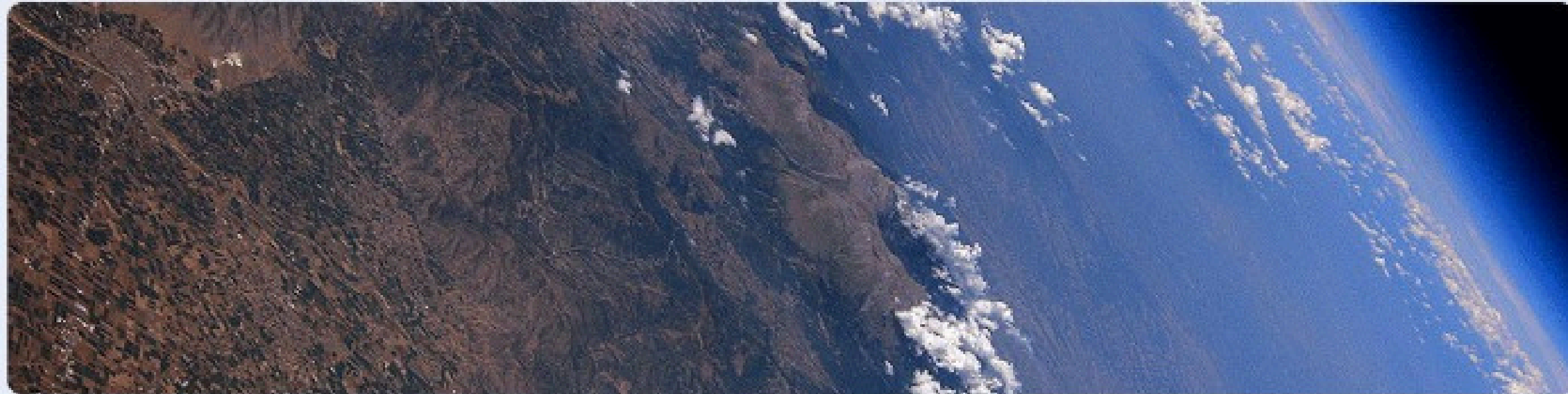
Send

Questions

Responses

25

Settings



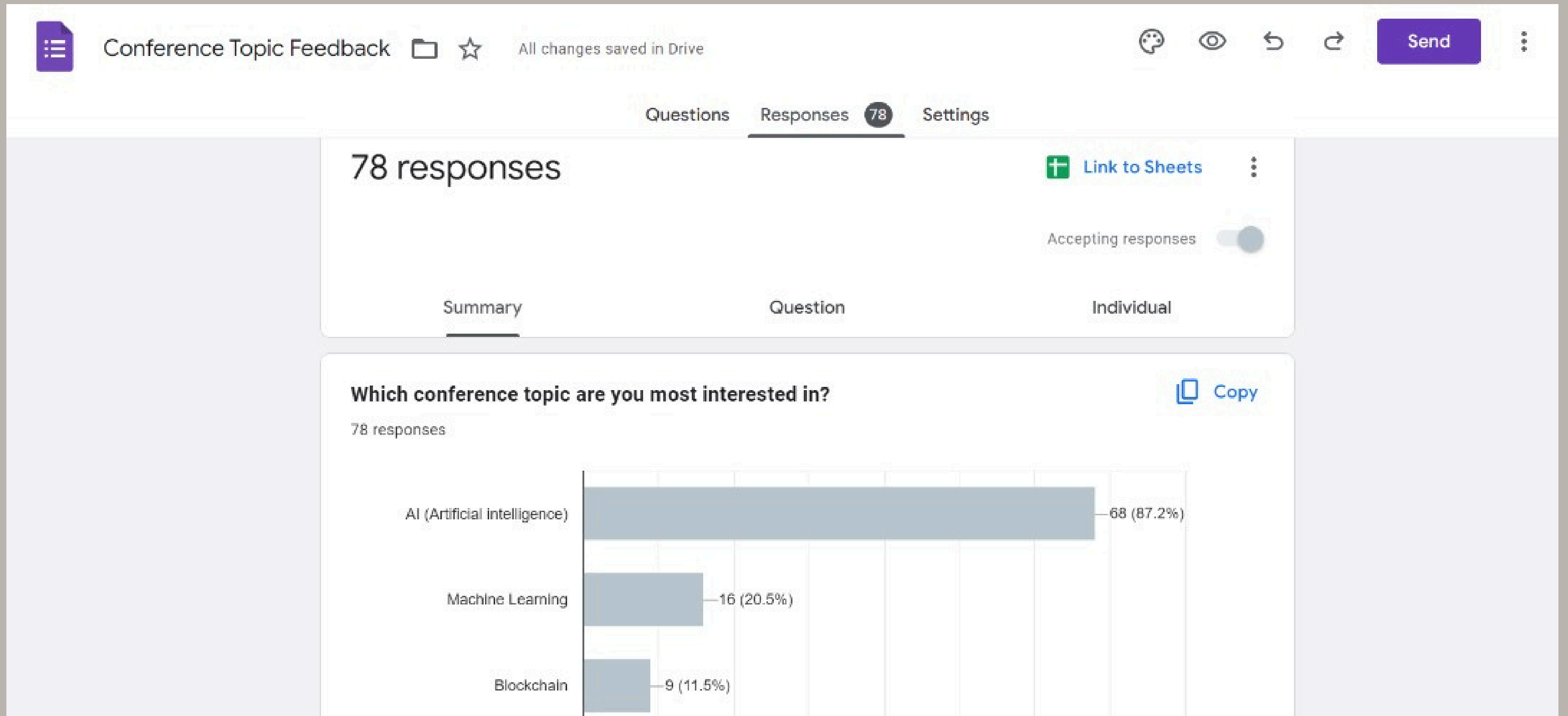
SKILLED SUPPORT SOLUTIONS

B *I* U

OCTOBER BATCH (ONLINE TRAINING)



GOOGLE FORM FEEDBACK ANALYSIS



TEAM MANAGEMENT

WORK TOOLS

- Slack
- Microsoft Teams
- Loom
- Skype

PROBLEM SOLVED

- Improved Morale
- Enhanced Productivity and Efficiency
- Conflict Mitigation
- Clear Communication
- Goal Alignment



SLACK

The image shows a screenshot of the Slack desktop application interface. On the left is a dark blue sidebar with navigation options: Home (with a notification badge), DMs (with a notification badge), and Activity. Below these are icons for 'A', 'LA', and 'SS' with notification badges. The main sidebar area is titled 'SKILLED SUPP...' and contains an 'Upgrade Plan' button, 'Threads', 'Huddles', and a list of channels: #beautymaterials (1), #networkprovider (1), #skillacquisition (1), #customer-support, #general, #hr, #random, #sales, and #team-collaboration (highlighted). Below the channels are 'Add channels' and 'Direct messages' options.

The main content area shows the '# team-collaboration' channel. At the top right, it indicates 43 members. Below the channel name are options for 'Messages', 'Add canvas', and 'Files'. The channel description reads: "You created this channel on July 22nd. This is the very beginning of the # team-collaboration channel. This channel is for everything #team-collaboration. Hold meetings, share docs, and make decisions to your team. (Edit description)". There is an 'Add coworkers' button. A date separator indicates "From July 31st, 2024 and older". Below this, there are blurred messages from users. At the bottom, a text input field is visible with a rich text editor toolbar containing icons for bold, italic, link, list, code, and other formatting options.

MICROSOFT TEAMS

The screenshot displays the Microsoft Teams interface. On the left is a navigation sidebar with icons for Teams, Notifications, Communities, Chat, and Calendar. The main area is titled 'Communities' and lists two channels: 'P1 Project-Covid 19' and 'SKILLED SUPPORT SOLUTIONS'. The 'SKILLED SUPPORT SOLUTIONS' channel is selected and expanded to show a post creation prompt. The prompt includes a user profile icon with the initials 'CI', the text 'Start a new post', and two buttons: 'Post' and 'Announcement'. Above the prompt is a search bar and a large image of a green ball and orange ribbons. Below the image is the channel name 'SKILLED SUPPORT SOLUTIONS' and tabs for 'Posts', 'Files', and 'Ph'.

Search

Communities

P1 Project-Covid 19

SKILLED SUPPORT SOLUTIONS

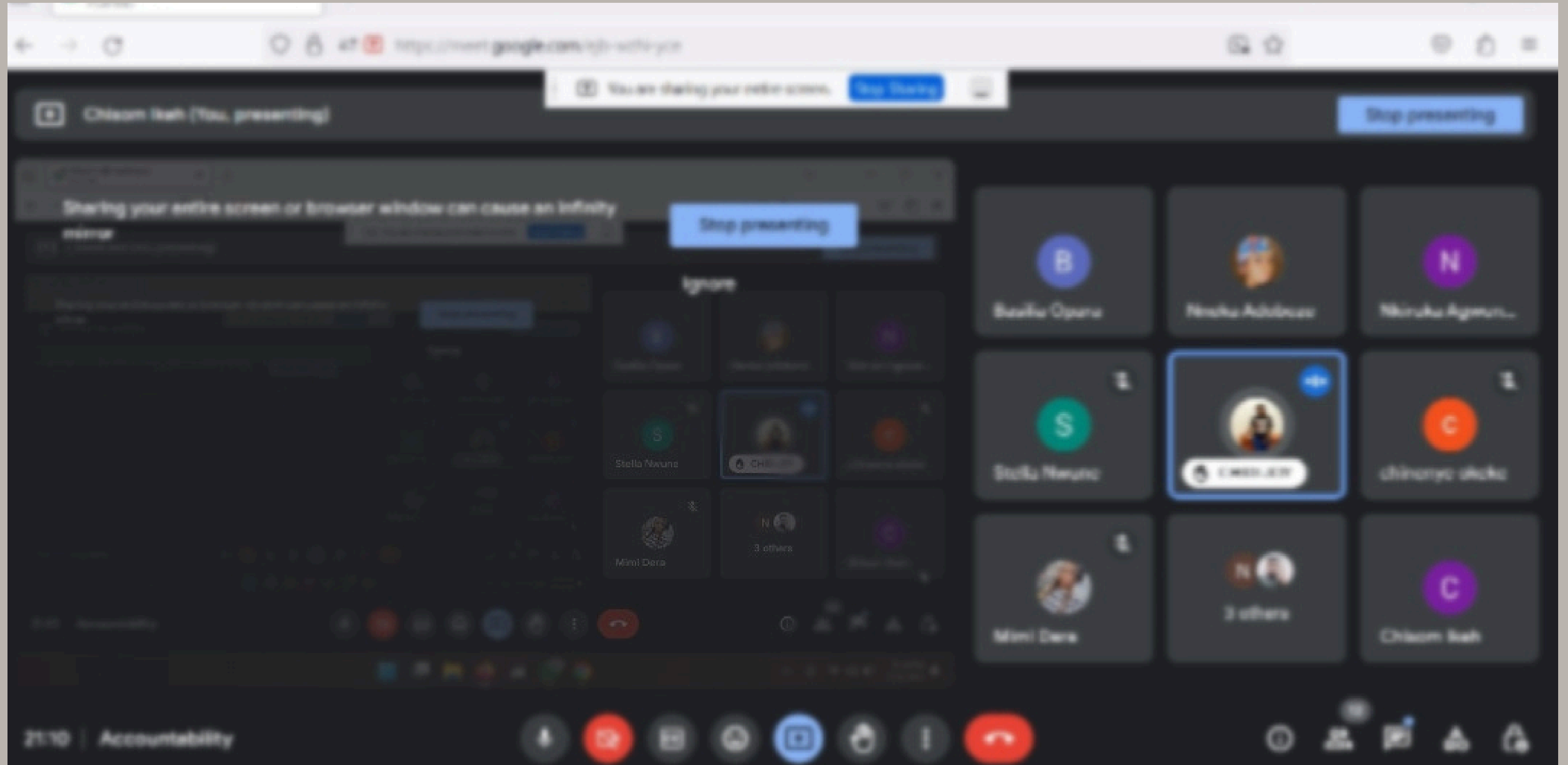
+ Add channel

CI Start a new post

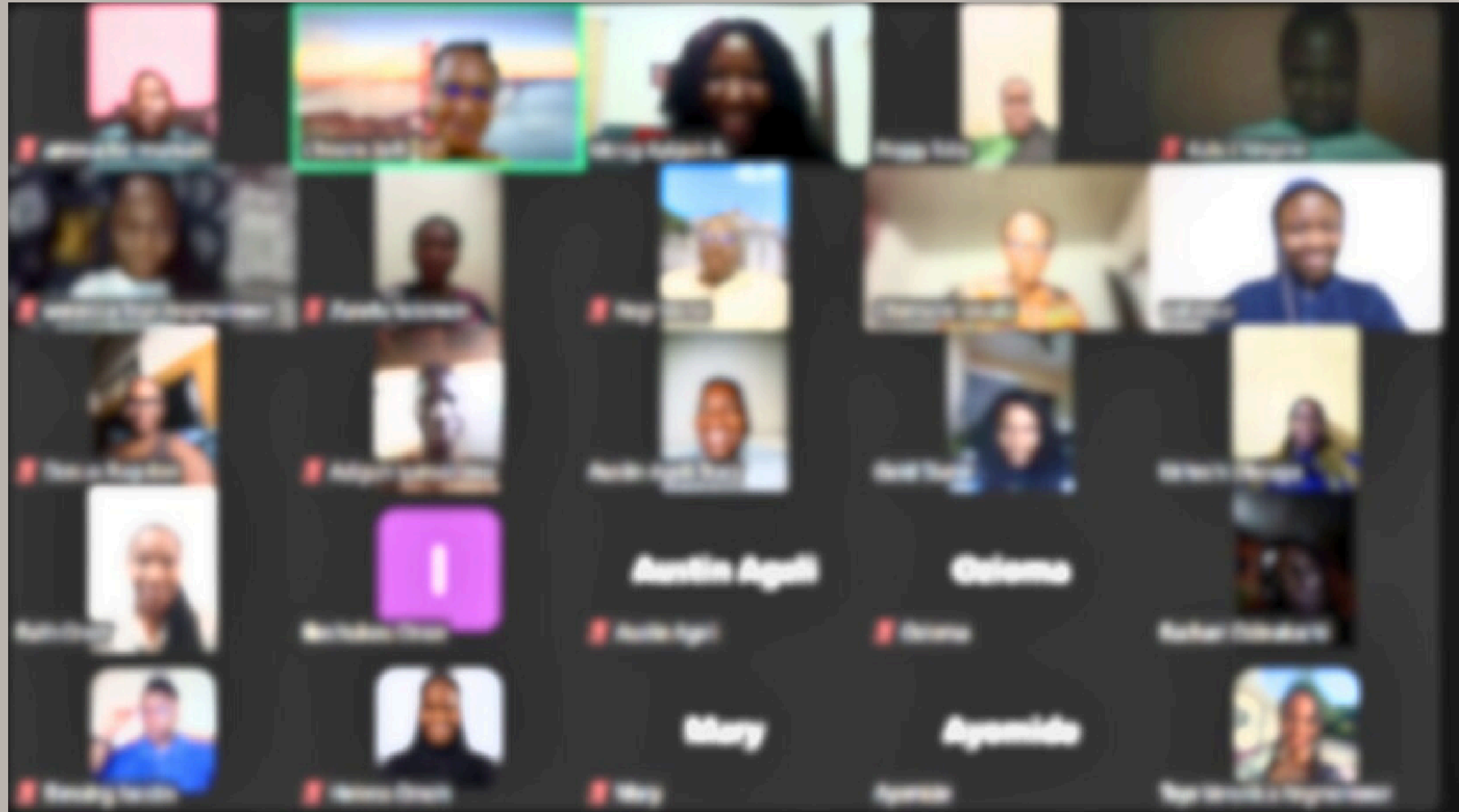
Post Announcement

SKILLED SUPPORT SOLUTIONS Posts Files Ph

GOOGLE MEET



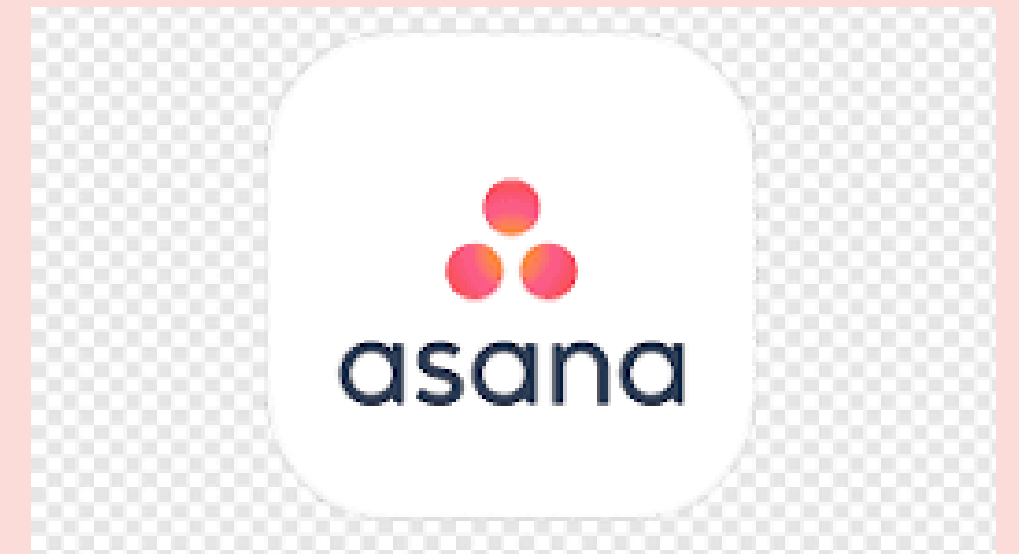
ZOOM



PROJECT MANAGEMENT

WORK TOOLS

- Trello
- ClickUp
- Monday.com
- Asana



PROBLEM SOLVED

- Reduced Bottleneck
- On-Time Delivery
- Budget Optimization
- Improved Clarity



TRELLO

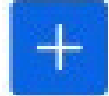
Trello

Workspaces

Recent

Starred

More



Search



Boards

Templates

Home

Chisom Workspace

Boards

Highlights

Views

Members

Settings

Try Trello Premium

Get unlimited boards, all the views, unlimited automation, and more.

Start free trial

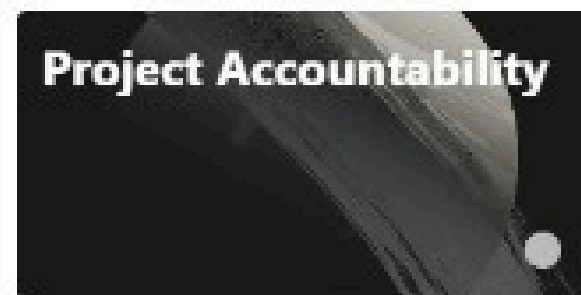
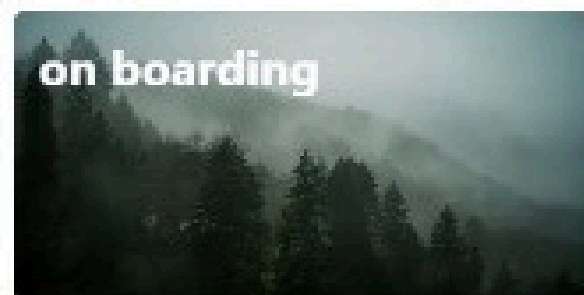
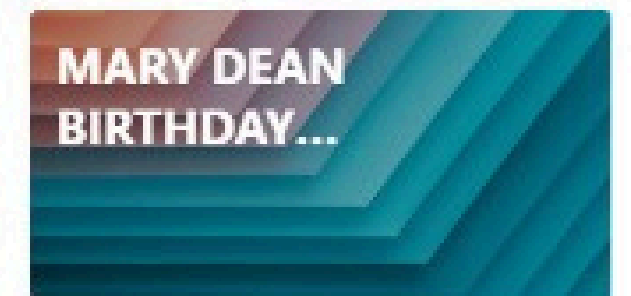
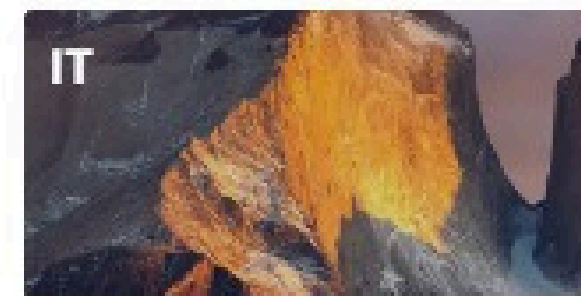
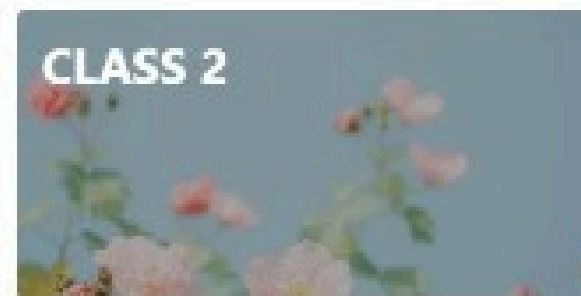
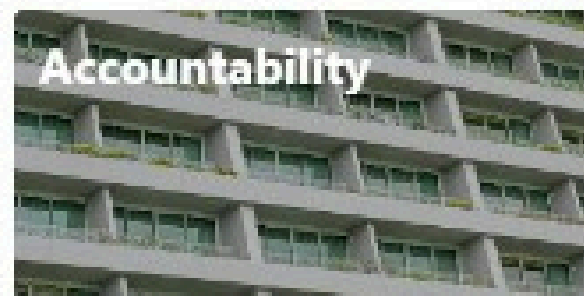
://trello.com/templates



Chisom Workspace

Private

Your boards



TRELLO

The screenshot shows a Trello workspace titled "MARY DEAN BIRTHDAY CELEBRATION PLAN". The interface includes a top navigation bar with "Trello", "Workspaces", "Recent", "Starred", "More", and a search bar. The board is organized into four columns: "To Do", "DECORATION", "VENUE AND SETUP", and "FOOD AND DRINKS". Each column has a header card with an emoji and a title. The "VENUE AND SETUP" column is highlighted in yellow and contains a "Code Review" card with a "Code Review" sub-card and a checklist. The other columns contain checklist cards for various tasks.

Navigation: Trello, Workspaces, Recent, Starred, More, Search

Board Title: MARY DEAN BIRTHDAY CELEBRATION PLAN

Columns:

- To Do:** To-Do (🤔)
 - FINALIZE DATE AND TIME
 - CHOOSE A THEME
 - CRATE BUDGET
 - DEEDADE GUEST LIST
- DECORATION:** Doing (🧐)
 - PICK A SUITABLE COLOR
 - THEME SPECIFIC DECORATION
 - DIY DECORATION IDEAS
 - VENIDORS FOR SUDDIV
- VENUE AND SETUP:** Code Review (😬)
 - Code Review (sub-card)
 - IMPORTANT
 - BOOK THE VENUE
 - LAYOUT PLAN FOR DECORATION AND SEATIN
 - SETUP DAY CHECKLIST
- FOOD AND DRINKS:** Testing (👉)
 - WORKING
 - DECIDE ON MENUE
 - CHOOSE A BIRTHDAY CAKE DESIGN AND VENDOR
 - DRINK AND SNACKS LIST

Footer: + Add a card

CLICKUP

The screenshot displays the ClickUp CRM interface. The top navigation bar includes a search bar, an AI icon, an 'Upgrade' button, and a 'New' button. The left sidebar shows the user 'Skilled Support' and a navigation menu with options like Home, Inbox, Docs, Dashboards, Clips, Pulse, and More. The main workspace is titled 'SALES / crm / Accounts & Opportunities' and shows a task list view. The list is filtered by 'UNQUALIFIED PROSPECT' (0 tasks) and 'PLANNING' (5 tasks). The 'PLANNING' group contains five tasks: 'Piazza's Fine Foods' (due Jun 28, High priority), 'Safeway' (due Jul 1, High priority), 'Hilton SFO' (due Jun 15, Urgent priority), 'Cisco SF' (due Jun 22, High priority), and 'Sprouts Farmers Market' (due Jun 24, High priority). A 'Summarize list' tooltip is visible on the right side.

SALES / crm / Accounts & Opportunities

Group: Status Subtasks: Collapse all Columns Filter Me mode Assignee Closed Search...

UNQUALIFIED PROSPECT 0

Name Assignee Due date Priority

+ Add Task

PLANNING 5 + Add Task

Name Assignee Due date Priority

✓	Piazza's Fine Foods	Assignee	Jun 28	High
✓	Safeway	Assignee	Jul 1	High
✓	Hilton SFO	Assignee	Jun 15	Urgent
✓	Cisco SF	Assignee	Jun 22	High
✓	Sprouts Farmers Market	Assignee	Jun 24	High

+ Add Task

Summarize list

Project Update

Search or ask this list

MONDAY.COM

monday work management [See plans](#)

Home My work

Team B worksp... +

- Start from scratch
- Chidinma's Birthday Commit...**
- Professional
- Nneka's birthday party
- Sales Project
- Weekly Reviews

Chidinma's Birthday Commitee

Main Table + Integrate Automate

New Item Search Person Filter Sort Hide

Party Planning

<input type="checkbox"/>	Item		Person	Status	Date	Text	+
<input type="checkbox"/>	Birthday date		+2	Working on it	24 Jan	Reviewed	
<input type="checkbox"/>	Number of invitees/guest			Done	27 Jan	Great job Patience	
<input type="checkbox"/>	Party food/drinks			Review	19 Jan	Check inbox	
<input type="checkbox"/>	Cake/Decoration		NA +2	Working on it	20 Jan	Update please	
<input type="checkbox"/>	Sourvenir		AN	Done	19 Jan	Good job team	
<input type="checkbox"/>	+ Add Item						

Help

CLICKUP

The screenshot shows the ClickUp interface for a task titled "Piazza's Fine Foods". At the top, there is a dark navigation bar with a search bar, an AI icon, an "Upgrade" button, and "New" and "Share" options. Below this, a breadcrumb trail shows "SALES / crm / Accounts & Opportunities". The task ID is "86b1wev1u". The task title "Piazza's Fine Foods" is prominently displayed. Below the title is an AI prompt: "Ask Brain to write a description · create a summary · find similar tasks · or ask about this task". The task details are organized into a grid:

Status	PLANNING	Assignees	Empty
Dates	Start Date – Jun 28	Priority	High
Time Estimate	Empty	Track Time	Add time
Tags	Empty	Relationships	Empty

On the right side, there is an "Activity" panel showing a "Show more" link and a log entry: "You set priority to High". At the bottom right, there is a "Write a comment..." input field.

CUSTOMER SUPPORT

WORK TOOLS

- Zendesk
- Freshdesk
- HubSpot
- Intercom



PROBLEM SOLVED

- Faster Response Time
- Increased Customer Satisfaction
- Faster Response Time
- Proactive Engagement



HUBSPOT

app-eu1.hubspot.com/user-guide/143953327?via=home



Connect HubSpot to your Apollo Account

✔ Sync Activities & Meetings ✔ Push from LinkedIn

Connect Apollo

Hide

User Guides

Marketing Guide

Sales Guide

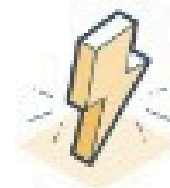
Customer Service Guide

Web Content Guide

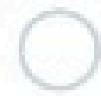
♥ Your Customer Service tools progress



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Set up the basics

Import your contacts, invite teammates, and understand HubSpot properties



About 8 minutes left

View your plan

FRESHDESK

skilledsupport.freshdesk.com/a/tickets/filters/unresolved

All unresolved tickets Your trial ends in 11 days More New Search Notifications Help Calendar Home

Sort by: Date created Layout: Card view Export 1 - 10 of 10

Tickets

- New**
E | Magazine Article not sent. #10
Ebere Ngene • Created: 2 hours ago • First response due in: 2 days
High
Customer S... / Mercy Adog...
Open
- Lagos**
F | Refund for over payment #9
Faith • Agent responded: an hour ago • Due in: 2 days
Urgent
Billing / Iyanuoluwa...
Open
- New**
C | Replacement #8
Chimsom Iwuala • Created: 3 hours ago • First response due in: 2 days
Medium
Customer S... / Dgreausg...
Open
- Overdue 1**
O | Delay in delivery of the product I bought recently #7
Ozioma Muoneme • Created: 3 days ago • Overdue by: 2 days
Urgent
Escalation... / Humphreyel...
Open

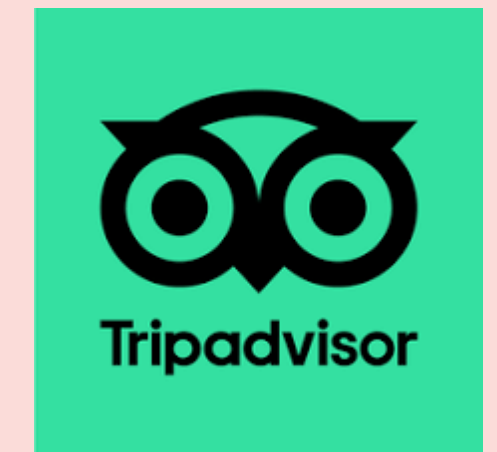
FILTERS

- Agents Include: Any agent
- Groups Include: Any group
- Sentiment: Any
- Created: Any time
- Closed at: Any time

TRAVEL PLANNING

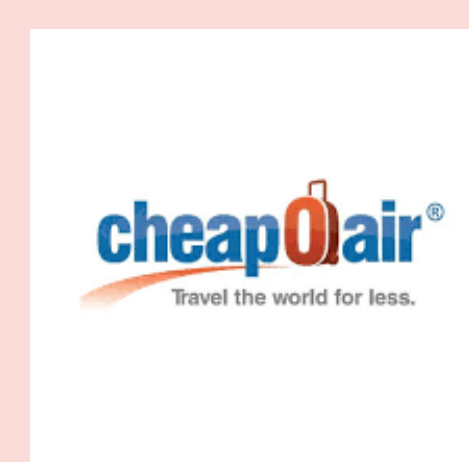
WORK TOOLS

- Booking.com
- Airbnb
- Kayak
- Cheapoair
- Zillow



PROBLEM SOLVED

- Streamlined Processes
- Time Saving
- Cost Reduction
- Emergency Handling



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USD(\$)



Hi, Chisom

CHI Chicago All Airports, Illinois

MIA Miami Intl Airport, Florida

Dec 12 2024

Dec 19 2024

1 Traveler, Coach

Modify Search

Filter Your Results

20 results found [Clear All Filters](#)

Stops

- Non stop USD 171.90
- 1 Stop USD 179.90
- 2+ Stops USD 1,232.99

Flight Times

Going to Florida (MIA)

Depart: 5:30 am - 11:45 am



Returning to Illinois (CHI)

Return: 5:30 am - 11:45 am



Best

Cheapest



Non stop

3h 13m

Frontier Airlines

7:25 am

MDW

11:38 am

MIA



Select this Departure



Non stop

3h 28m

Frontier Airlines

11:08 am

MIA

1:36 pm

MDW



Select this Return

USD 171.90

As low as \$16/mo or 0% APR

Price per person (incl. taxes & fees)

Select >

Flight Details

Recently Viewed

Save USD 10.97 by selecting this alternate date & nearby airport.



Non stop

3h 14m

Spirit Airlines

11:45 am

ORD

Fri, Dec 13

3:59 pm

FLL



Select this Departure

USD 160.93

As low as \$15/mo or 0% APR

Price per person (incl. taxes & fees)

KAYAK

kayak.com/flights/MDW-MIA/2024-12-12/2024-12-19?fs=stops=0;bfc=1&ucs=lli7de&sort=bestflight_a



Round-trip Chicago X + Miami X + Thu 12/12 - Thu 12/19 1 adult Economy



2 of 1883 flights

Recommended filters

- Take-off MDW before 1:40 pm
- 1 stop only
- Flights shorter than 40h 0m
- Trains

Stops

Reset

- Nonstop \$283
- 1 stop \$288
- 2+ stops \$468

Fee Assistant

Reset

- Carry-on bag
- Checked bag

Save Share

7:25 am - 11:38 am nonstop
Frontier

3h 13m
MDW-MIA

\$283

Standard
Frontier

View Deal



\$428

BizFare
Frontier

View Deal



11:08 am - 1:36 pm nonstop
Frontier

3h 28m
MIA-MDW

Depart • Thu, Dec 12

3h 13m

Frontier 2110 Airbus A320neo

7:25 am Chicago Midway (MDW)

3h 13m

11:38 am Miami (MIA)



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asap tickets 20+ years >

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TRAVEL RESEARCH

SUBJECT: Travel Options: **Chicago to Miami & Return (Dec 12-19)**

Hi Smith,

I hope this message finds you well!

I've carefully researched and compiled three travel options for your trip from Chicago to Miami and return.

Below are the details for your review:

- **Flight Options:** Economy Class
- **Note:** Please let me know if you have any specific preferences or requirements

OPTION 1: FRONTIER

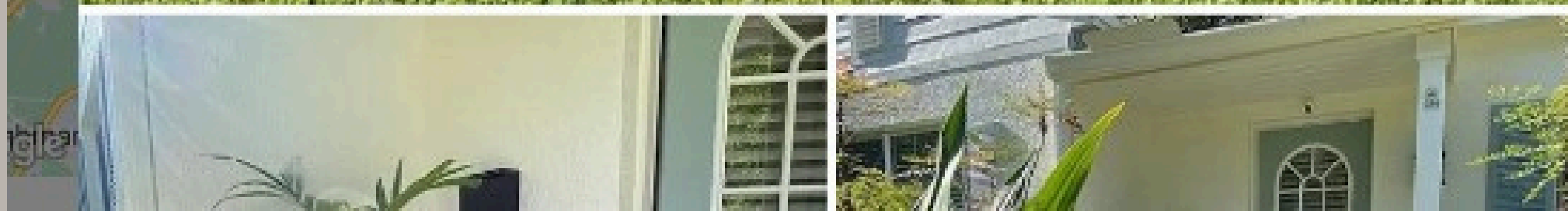
DEPARTURE FLIGHT: CHICAGO (MDW) - MIAMI (MIA)

FLIGHT TIME: 7:25 am - 11:38 am



DURATION OF FLIGHT: 3h 13m

FLIGHT NAME: FRONTIER 2110 (AIRBUS A320NEO)

ZILLOW



 Zillow

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\$2,750/mo 2 bd | 2 ba | 1,100 sqft

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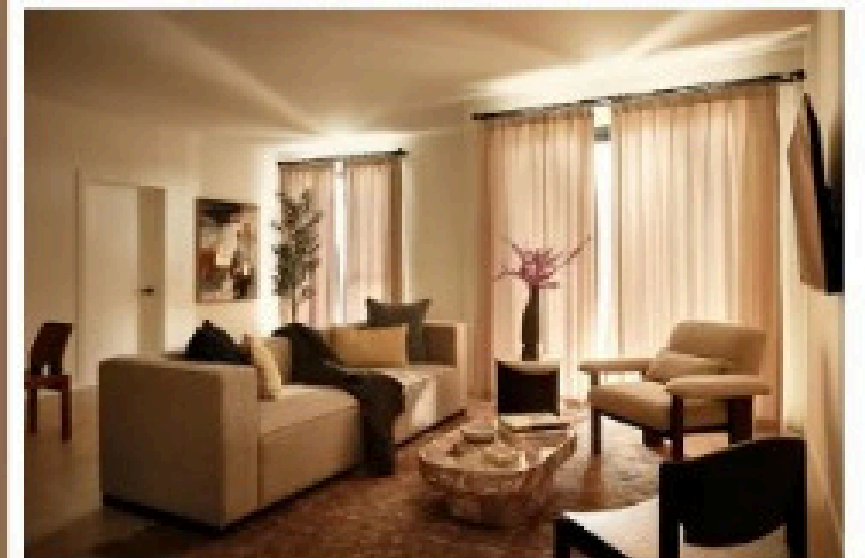
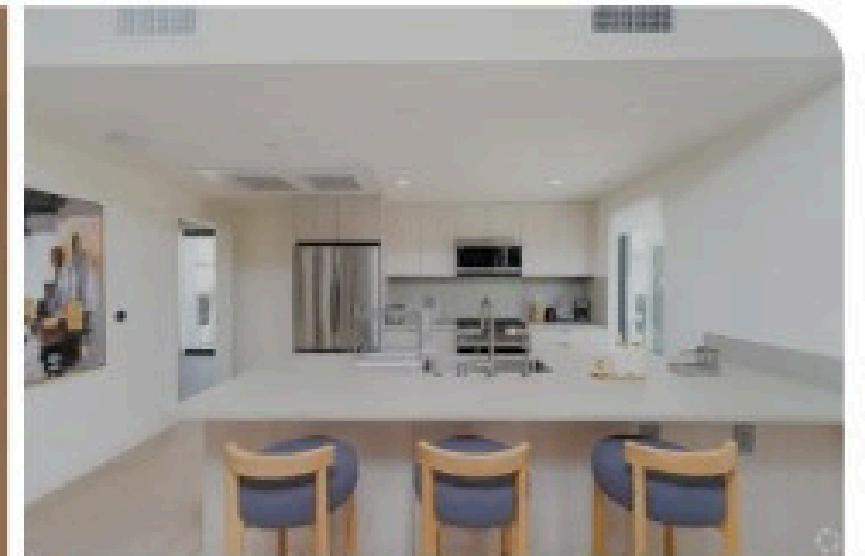
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9532 Riverton Rd, Dallas, TX 75218, USA

Market: Dallas Market Score: 85 Type: Suburban

 2 bed 

 2 Bath 

 4 Guests 

Update

\$44.6K

Projected Revenue 

61%

Occupancy 

\$201

Average Daily Rate 

THANK YOU FOR
VIEWING MY
PORTFOLIO



CONTACT ME

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Email: ikehchisom17@gmail.com

linkedin URL: www.linkedin.com/in/chisom-ikeh