



The Executive Assistant Online

CASES AND PORTFOLIO



Cases

01

Creation and implementation of HR Department's restructuring and digitization of a technology start-up.

02

Creation and implementation of Employee Performance Analysis Program using Storytelling and Gamification in a technology startup.

03

Strategic planning and digital marketing for launching a hybrid education school in the language education industry.

04

Communication and marketing at international events: live interviews, audio transcription, media editing and digital marketing

05

On-site and online corporate training, lectures, private lessons, workshops and panelist on conventions.

Case: HR Consulting



Challenges:

- Large accumulation of extra worked hours caused by rework;
- Lack of strategic planning and people management processes;
- Lack of transparency and measurable data for decision making.



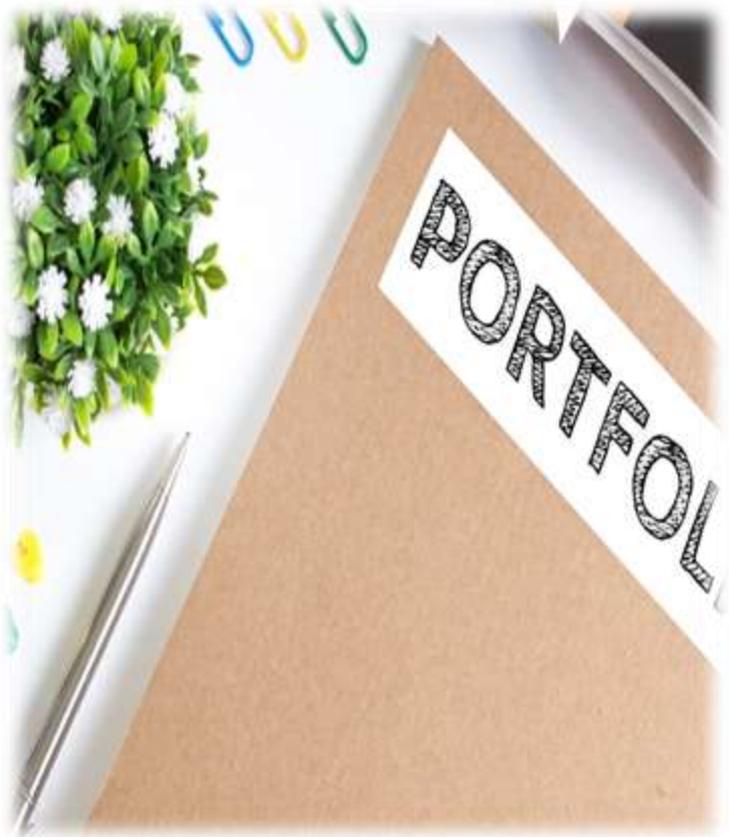
Solutions:

- Creation and application of 360° Evaluation applied remotely in all branches in other countries;
- Data collection and analysis. Creation of graphic presentation for directors with corrective actions;
- Creation of onboarding policy, career plan and internal performance analysis.



Results:

- Transparency and measurable data for decision making;
- Increased employee engagement;
- Cost cutting, productivity acceleration and customer satisfaction by mitigating errors and improving internal processes.



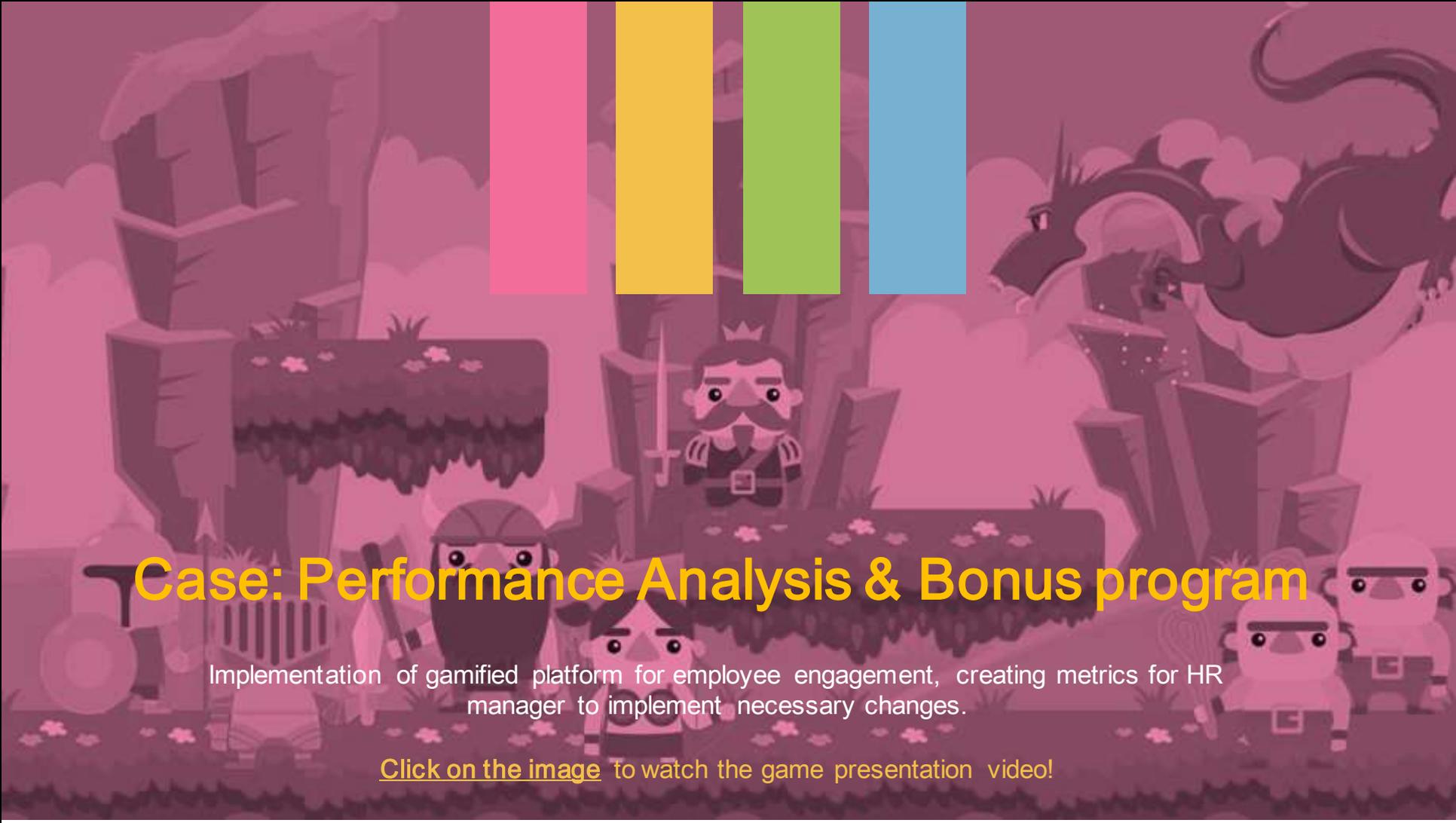
Proposition

Click on the icon and watch the video with the restructuring proposal presented to the executive committee.



Highlights

Click on the icon and watch the video with 360° survey highlights and suggested action points.



Case: Performance Analysis & Bonus program

Implementation of gamified platform for employee engagement, creating metrics for HR manager to implement necessary changes.

[Click on the image](#) to watch the game presentation video!



Case: Language School

Strategic planning, digital marketing, content creation and online training



(Web) Design

Logo creation, infographics, media, website design and creation.



Methodology and content

Author of the book Learning to Learn, the foundation of the innovative Methodology of Hybrid Language Teaching.



Institutional videos

Company institutional video creation and other media.



Digital Marketing

Art creation, planning and digital marketing and social media management .

Click on the images to access the portfolio content of this project!

Case: International events

Client

Three-day event at the Hilton Copacabana hotel, sponsored by the Royal Academy of Engineering with scientists from around the world.

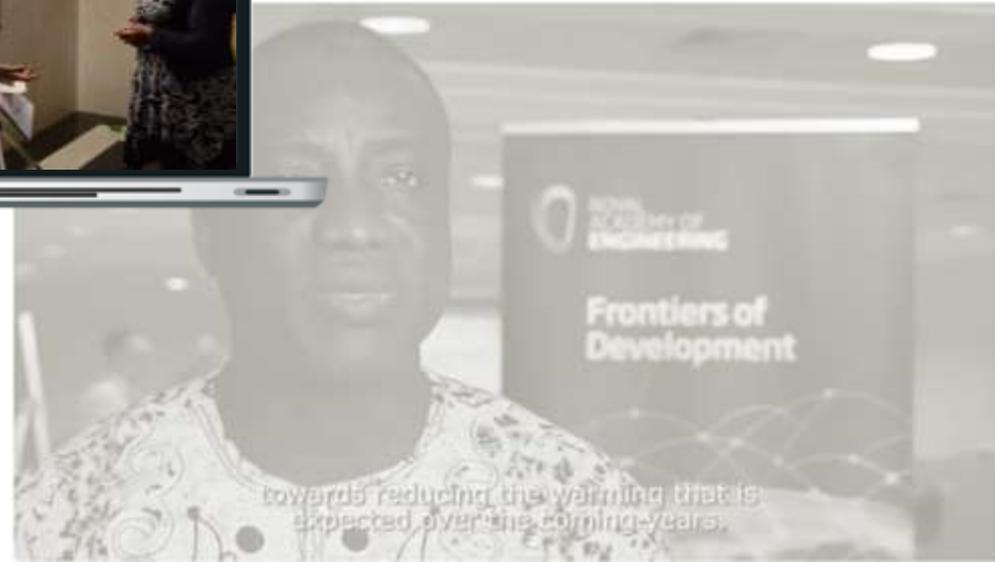
Challenges

Event marketing on social networks through interviews.

Solutions

Script creation, interview in English with speakers, transcription and video editing in real time.

Click on the image on the right to watch one of the completed interviews.



Lectures and Training



Technology Trends for Executive Assistants

Panelist at the Secretariat Innovation Forum
[Watch the video!](#)



Excellence for Executive Assistants

Speaker at SEMSEST at Estácio de Sá University
[Watch the video!](#)



Free live webinars

Mini online seminars in various areas of expertise.
[Check the dates!](#)



Digital Transformation and the virtual assistant

Speaker at SEMSEST at Estácio de Sá University.
[Watch the video!](#)

Meet your

New business partner

Virtual executive assistant: Delegate tasks effectively with security and confidentiality.

2. Real time monitoring

1. Delegate your project

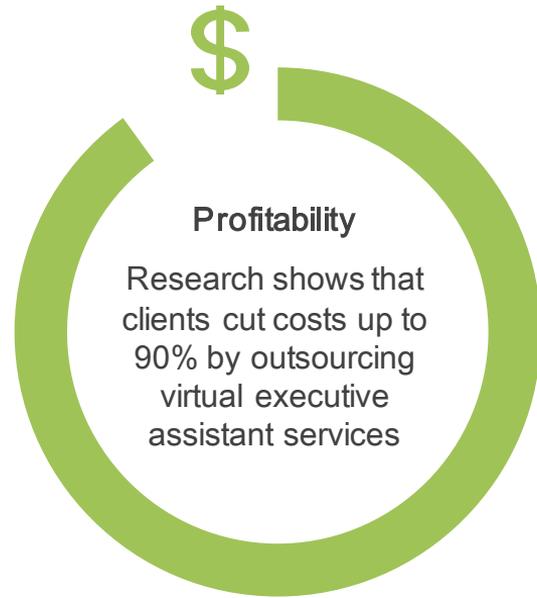


3. Increase efficiency and ROI

4. Repeat the process!



Virtual assistant services in numbers



90%

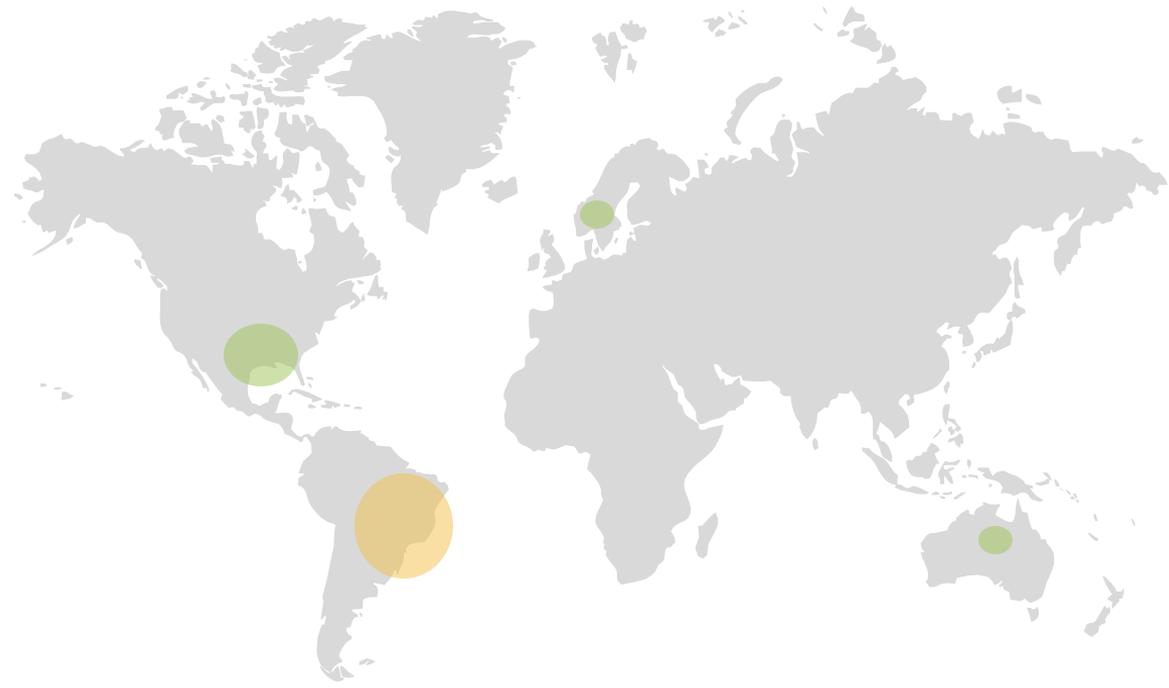


75%



60%

The Executive Assistant Online in the world



25%

Clients based all over the world

75%

Clients based in Brazil

Testimonials

“I am very impressed by Damiana's professional skills as well as her knowledge of the English language. Being an English teacher for years confirms that she is fluent in that language. I am sure that any English speaking executive who requires a first-class assistant would find in Damiana the perfect person to hire. She is highly creative, organized and a very proactive professional who takes all the work she wants to take seriously. I wish her all the good and success she deserves”. **AR – CEO**



Damiana was instrumental in planning and executing all the details of the company business trips. She was able to work on short notice and handled change requests very quickly. She was always willing to help with anything asked of her as a true member of staff. She is always looking for ways to increase her knowledge so she can be more effective in her position. Her creativity and positive attitude would definitely be an asset to any organization
FB – Project manager



WHAT WE DO





01

Briefing meeting: needs and client profile analysis.



02

Project quotation, contract and NDA



03

Project start: action plan and timeline according to client's needs.



04

Project tracking on real time.
Multi channel communication.
Illimited reviews.



05

Delivery, payment and client's evaluation.





Starter

- Free initial diagnosis;
- Unlimited tasks;
- 1 dedicated assistant based in Brazil;
- Task tracking and online communication (Email, mobile app or phone);
- Support during business hours;
- Pre-scheduled tasks (SLA up to 36h);
- 1 user included;
- 10 hours of dedicated activities.

USD 13,00



Light

- Free initial diagnosis;
- Unlimited tasks;
- 1 dedicated assistant based in Brazil;
- Task tracking and online communication (Email, mobile app or phone);
- Support during business hours;
- Pre-scheduled tasks (SLA up to 24h);
- 2 user included;
- 20 hours of dedicated activities.

USD 11,00



Plus

- Free initial diagnosis;
- Unlimited tasks;
- 1 dedicated assistant based in Brazil;
- Task tracking and online communication (Email, mobile app or phone);
- Support during business hours;
- Pre-scheduled tasks (SLA up to 12h);
- 3 user included;
- 40 hours of dedicated activities.

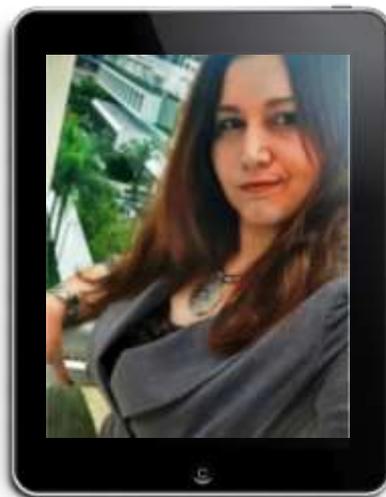
USD 10,00



Premium

- Free initial diagnosis;
- Unlimited tasks;
- 1 dedicated assistant based in Brazil;
- Task tracking and online communication (Email, mobile app or phone);
- Support 24/7;
- Pre-scheduled tasks (SLA up to 6h);
- 4 user included;
- 50 hours of dedicated activities.

USD 9,00



Damiana Alves

The Virtual Assistant Online founder and author of every case presented in this portfolio.





Schedule a meeting and ask for a free trial!

