



*Welcome to my  
portfolio*

FAVOUR  
OMOLARA  
GABRIEL



# ABOUT

Hello there, I'm Omolara Gabriel, a reliable and result driven Virtual Assistant with a passion for helping professionals and teams stay organized, productive, and ahead of schedule.

I specialize in streamlining digital workflows using industry-trusted tools like: Google Workspace | Notion | Trello | Clickup | Pipedrive | Asana | Calendly

I'm here to support your day-to-day operations so you can focus on the bigger picture. I bring a thoughtful approach to every task, working with confidentiality, efficiency, and a proactive mindset.

Whether it's:

- Managing your inbox and calender
- Organizing digital files and documents
- Handling data entry and follow-ups
- Scheduling meetings and automating tasks
- Supporting your CRM and project management needs.

I'm here to support your day-to-day operations so you can focus on the bigger picture. I bring a thoughtful approach to every task, working with confidentiality, efficiency, and a proactive mindset.



## SKILLS & EXPERIENCES

1

Document Management:  
Google Document,  
Spreadsheet and Forms

2

Presentation Management:  
Google Presentation

3

Task Management: Click up,  
Monday.Com

4

Customer Relationship  
Management (CRM): Pipedrive,  
Freshdesk

5

Email Management: Gmail

6

Appointment Management:  
Calendly

I specialize in streamlining workflows and boosting productivity by managing emails, schedules, documents, tasks, and customer relationships using tools like Google Workspace, Notion, Trello, Asana, HubSpot, Zendesk, Calendly, and more.



# DOCUMENT MANAGEMENT: GOOGLE DOCUMENT

STUDENT REPORT - Google Do

docs.google.com/document/d/1SjR5Cf6pD5T6-BudTf6tHI-5tdfToIdyWHW-So5-JNY/edit?tab=t.0#heading=h.e2wqjosu00mc

Gmail YouTube Maps

60% Title Merri... 14 B I U A

Editing

Document tabs

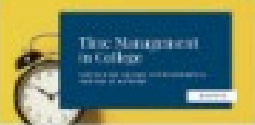
Tab 1

The Importance of Time ...

Good time management

Benefits of time manag...

conclusion



### The Importance of Time Management for Students

Time management is a vital skill that every student should develop in order to succeed both academically and personally. With the many responsibilities students face including:

- Classes
- Homework
- Extracurricular activities
- Personal commitment

Learning to manage time effectively can make the difference between stress and success.

### Good time management

Good time management helps students become more organized and productive. When students plan their schedules and prioritize tasks, they are better able to meet deadlines, avoid last-minute cramming, and balance school with other aspects of life. It also allows for more free time, which can be used for rest, hobbies, or social activities, promoting a healthier and more balanced lifestyle.

### Benefits of time management

One of the main benefits of time management is reduced stress. When students know what they need to do and when to do it, they feel more in control and less overwhelmed. This can improve their focus and concentration, leading to better academic performance.

To manage time effectively, students can use planners, to-do lists, or digital apps. Setting clear goals, breaking large tasks into smaller steps, and avoiding procrastination are key strategies. It's also important to set aside time for breaks and relaxation to prevent burnout.

### conclusion

In conclusion, time management is not just about getting things done, it's about working smarter, reducing stress, and creating a more successful and fulfilling student life. Developing this skill early can benefit students throughout their academic journey and beyond.

Activate Windows

Go to Settings to activate Windows.

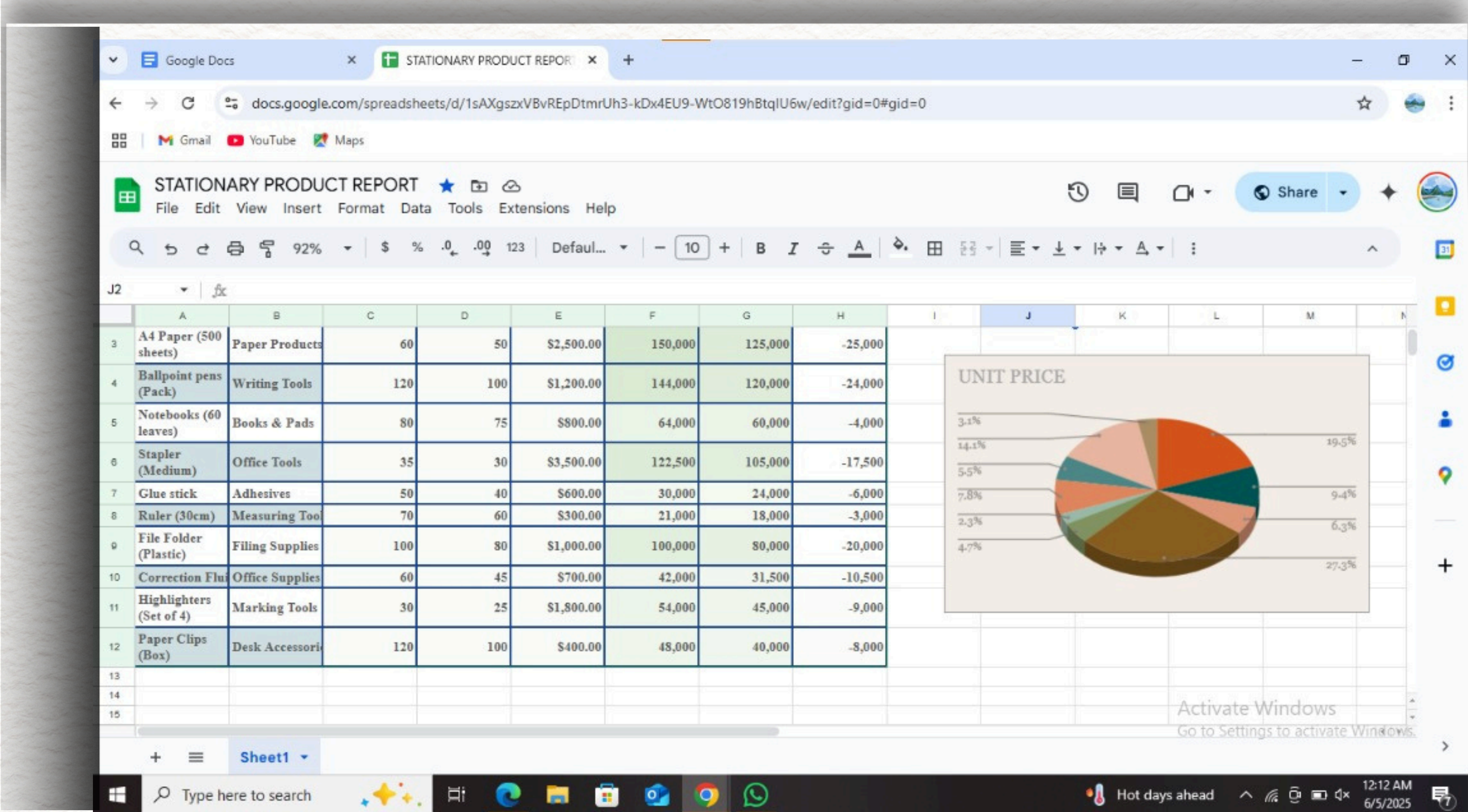
Type here to search

26°C Partly cloudy

12:09 AM 6/5/2025



# DOCUMENT MANAGEMENT: GOOGLE SPREADSHEET









# PRESENTATION MANAGEMENT: GOOGLE PRESENTATION MANAGEMENT

The screenshot shows a Google Slides presentation titled "Copy of Importance of time management for students". The interface includes a top navigation bar with the Google Docs logo, the title, and icons for undo, redo, and search. Below this is a menu bar with options: File, Edit, View, Insert, Format, Slide, Arrange, Tools, Extensions, and Help. A toolbar with various editing tools is visible. The main slide area displays a presentation slide with a green background and a blue header. The slide content includes a title, a paragraph, and a bulleted list. A sidebar on the left shows a list of slides, and a bottom bar contains a "Click to add speaker notes" button. The browser's address bar and taskbar are also visible.

https://docs.google.com/presentation/d/1kn5EmxKkWd7f5UkpTmSgg-pQ1u\_7HtllYHD0WAnpnCg/edit?slide=id.p#slide=id.p

Copy of Importance of time management for students

File Edit View Insert Format Slide Arrange Tools Extensions Help

Search + Undo Redo Print Copy Paste Fit Background Layout Theme Transition

1 The importance of time management for students

2 Good time management

3 Effective time management

4 Conclusion

**The Importance of Time Management for Students**

Time management is a vital skill that every student should develop in order to succeed both academically and personally. With the many responsibilities students face including:

- ❖ Classes
- ❖ Homework
- ❖ Extracurricular activities
- ❖ Personal commitment

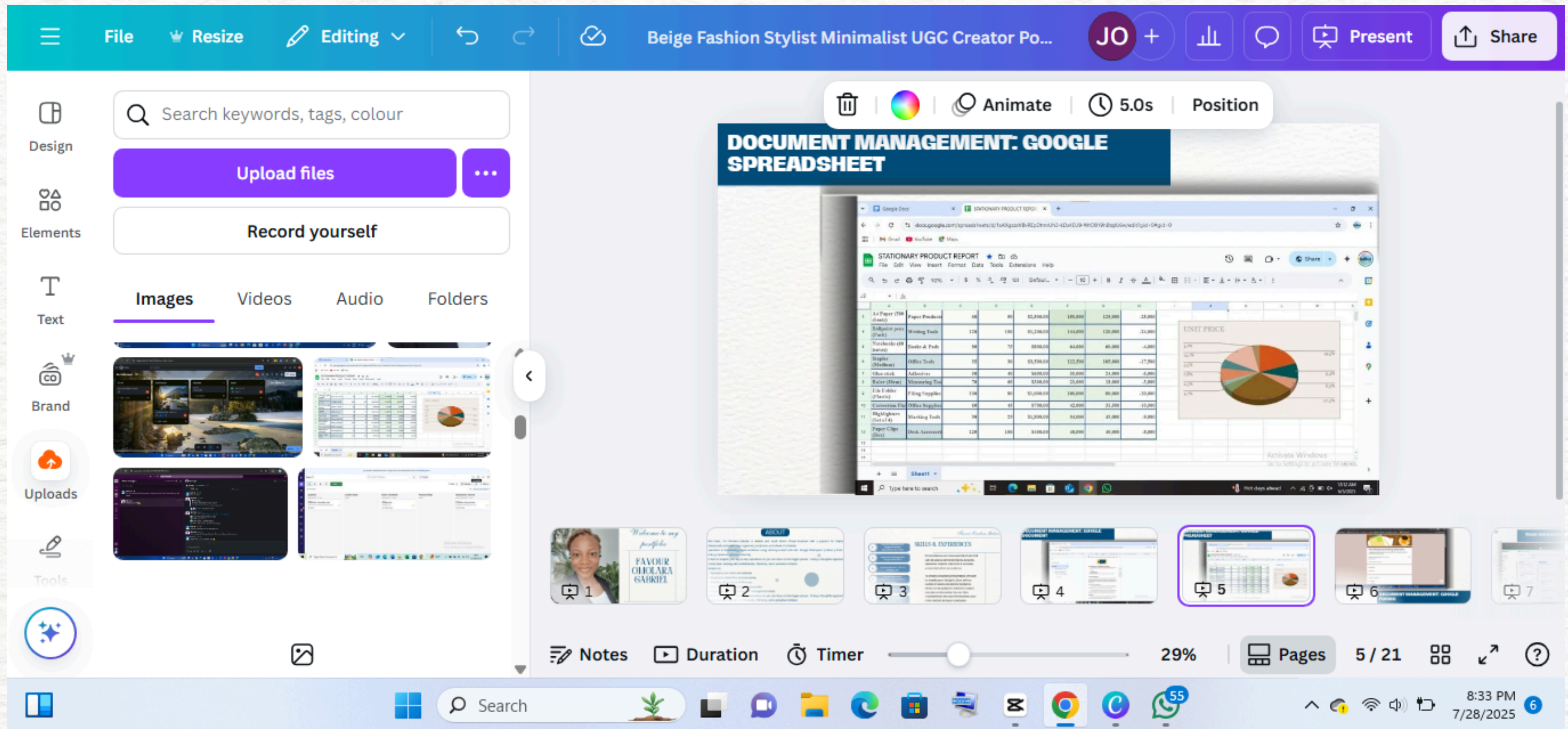
Learning to manage time effectively can make the difference between stress and success.

Click to add speaker notes

23°C Clear Search 22:24 03/07/2025



# PRESENTATION MANAGEMENT : CANVA





# TASK MANAGEMENT: CLICKUP

The screenshot displays the ClickUp web application interface. The browser address bar shows the URL: `app.clickup.com/9012999757/v/b/s/90124167203`. The interface features a dark green header with a search bar, an AI icon, and buttons for 'Upgrade', 'New', and various tool icons. A left sidebar contains navigation options like 'TASK-FLOW', 'Dashboards', 'Whiteboards', 'Forms', 'Clips', 'Goals', 'Timesheets', and 'More'. Below these are 'Favorites' and 'Spaces' sections. The main workspace is a Kanban board titled 'Follow-up task-flow'. It has four columns: 'TO DO' (grey), 'IN PROGRESS' (blue), 'ON HOLD' (yellow), and 'COMPLETE' (green). Each column contains task cards. For example, the 'TO DO' column has a card for 'Client Onboarding Process' due on 'Tue - 24 Jun' with 'Urgent' priority. The 'IN PROGRESS' column has cards for 'Personal Branding Refresh' with dates '24 Jun - 30 Jun' and 'High' priority. The 'ON HOLD' column has a card for 'Weekly Planning & Review' from '2 Jul - 5 Jul' with 'Low' priority. The 'COMPLETE' column has a card for 'Content Creation for Instagram' from 'Yesterday' with 'Normal' priority. Each card lists subtasks and includes icons for attachments, calendar, and flags. The bottom of the screen shows a Windows taskbar with the date '15/06/2025' and time '15:02'.

app.clickup.com/9012999757/v/b/s/90124167203

Search... AI Upgrade New

TASK-FLOW Follow-up task-flow ... Agents Automate Ask AI Share Chat

Overview List Board Team Calendar Gantt Timeline 5 more... + View

Group: Status Subtasks Filter Sort Closed Assignee Search...

TO DO 1 IN PROGRESS 1 ON HOLD 1 COMPLETE 1 + Add group

**Client Onboarding Process**  
Tue - 24 Jun Urgent  
4 subtasks

Client Onboarding Process  
Send welcome email & intake form

Client Onboarding Process  
Set up client folder (Google Drive or Notion)

Client Onboarding Process  
Schedule kickoff call

Client Onboarding Process  
Add client to CRM (e.g., HubSpot or Pipedrive)

**Personal Branding Refresh**  
24 Jun - 30 Jun High  
4 subtasks

Personal Branding Refresh  
Redesign logo and brand colors

Personal Branding Refresh  
Update profile photos across platforms

Personal Branding Refresh  
Refresh LinkedIn and Instagram bios

Personal Branding Refresh  
Create a new brand mood board

**Weekly Planning & Review**  
2 Jul - 5 Jul Low  
4 subtasks

Weekly Planning & Review  
Review goals for the week

Weekly Planning & Review  
List top 3 priorities

Weekly Planning & Review  
Plan daily tasks in ClickUp

Weekly Planning & Review  
Reflect and journal at week's end

**Content Creation for Instagram**  
Yesterday Normal  
4 subtasks

Content Creation for Instagram  
Research trending topics in your niche

Content Creation for Instagram  
Create 3 post ideas (carousel, reel, quote)

Content Creation for Instagram  
Design graphics using Canva

Content Creation for Instagram  
Write captions and hashtags

1/5

25°C Mostly cloudy Search 15:02 15/06/2025



# TASK MANAGEMENT: NOTION

The screenshot shows a web browser window with three tabs: 'Google Docs', 'STATIONARY PRODUCT REPORT', and 'MY FOLDER'. The address bar shows the URL 'super-zydeco-ff3.notion.site/MY-FOLDER-2003e17e26e0808cab75f5cc5d956ec3'. The Notion workspace 'MY FOLDER' is displayed with a teal header bar. Below the header, there is a folder icon and the title 'MY FOLDER'. The workspace contains several blocks:

- Social Goals:** A list of three items: 'Sky's Not the Limit', 'Voyage Vision', and 'Voyage Vision'.
- TEXT BLOCK:** A section titled 'What Is Music?' with a paragraph: 'Music is an art form that uses organized sound to express emotions, ideas, and experiences through melody, harmony, rhythm, and timbre. It serves as a universal form of human cultural expression, transcending boundaries through diverse styles, traditions, and cultures.'
- TO-DO LIST BLOCK:** A list of tasks with checkboxes: 'Exercise' (checked), 'Plan your day or week' (checked), 'Reply to messages/emails', 'Read for 20 minutes', 'Work on a personal project', 'Journal or reflect', 'Review goals and progress', and 'Learn something new'.
- LIST BLOCK (PLACES TO GO):** A list of places: 'Art gallery', 'Local market', 'Café', 'Beach', 'Cinema', 'Picnic spot', and 'Park'.

An 'Activate Windows' watermark is visible in the bottom right corner of the workspace.



# TASK MANAGEMENT: ASANA

The screenshot displays the Asana web application interface. On the left is a dark sidebar with navigation options: 'Create', 'Home', 'My tasks', 'Inbox', 'Insights', 'Reporting', 'Portfolios', 'Goals', 'Projects', and a section for 'ITF+' and 'SALES/MARKETING HUB'. The main area shows the 'SALES/MARKETING HUB' project in 'List' view. A table lists tasks with columns for Name, Assignee, Due date, Status, and Priority. Tasks include 'ITF', 'MODIFICATIONS', 'ENTERPRISE SOLUTIONS', 'SERVICOM', 'CUSTOMER SERVICE', and 'FINANCE'. At the bottom, there's a Windows taskbar with search, taskbar icons, system tray, and date/time.

**SALES/MARKETING HUB** Set status

Overview List Board Timeline Dashboard

+ Add task

Filter Sort Group Options

Name	Assignee	Due date	Status	Priority	
▶ ITF 1 1	ih iheanachoda...	Jun 4	Done	Low	
▶ MODIFICATIONS 4	real Bazooka	Jun 1 – 19	In progr...	High	
ENTERPRISE SOLUTIONS	LG Lara Gabriel	Jun 3 – 19	Done	High	
SERVICOM	ED EZEJIOFOR ...	Jun 4 – 18	On hold	Low	
CUSTOMER SERVICE	to tommyidow...	Jun 3 – 14	Done	Low	
FINANCE	IS Ismail Sallhu	Jun 4 – 20	On hold	High	

Add task...

+ Add section

Advanced free trial  
7 days left

Add billing info

Invite teammates

Activate Windows  
Go to Settings to activate Windows.

Type here to search

29°C 18:41 06/06/2025



# TASK MANAGEMENT: MONDAY.COM

The screenshot displays the Monday.com workspace interface. The left sidebar contains navigation options: Home, My work, More, Favorites, and Workspaces. The 'DEV.NEST' workspace is selected, and the 'DEV.NEST PRACTICALS' board is active. The board is in 'Main table' view, showing a task 'Upload Onboarding Guide' with 4 subitems. The task is assigned to 'OG' and has a status of 'Working on it' with a due date of 'Jun 9' and a 'High' priority. The subitems are listed below the main task:

Subitem	Owner	Status	Due Date	Priority
Draft the onboarding che...	[User Icon]	Done	Jun 16	Critical ⚠
Convert it to PDF format	[User Icon]	Done	Jun 16	Critical ⚠
Upload to Monday.com Fi...	[User Icon]	Working on it	Jun 20	Medium
Share with new team me...	OG	Stuck	Jun 25	Low
+ Add subitem				

The bottom of the screen shows the Windows taskbar with the search bar, taskbar icons (including Chrome, Teams, and WhatsApp), and system tray information (29°C, 16:18, 07/06/2025).



# FRESHDESK

The screenshot displays the Freshdesk web interface in a browser window. The browser's address bar shows the URL `nettetalng-support.freshdesk.com/a/tickets/4`. The page header includes navigation links like 'Continue setup', 'Request Demo', '14 days trial left', 'Buy now', and 'Activate account'. The main content area is titled 'All unresolved tickets > 4'. A sidebar on the left contains icons for various functions. The ticket details for ticket #4, titled 'WRONG ORDER', are shown. It was created by 'LARA GABRIEL' and reported by 'Raguel\_pally' via phone 19 minutes ago. The ticket description states: 'The client made a wrong order purchase. Kindly process a return invoice for the client.' The right sidebar shows the ticket's status as 'Open', with 'FIRST RESPONSE DUE' and 'RESOLUTION DUE' dates. It also includes a 'TIMELINE' section with the ticket's history and a 'TIME LOGS' section. The Windows taskbar at the bottom shows the system clock as 15:04 on 02/06/2025.

Microsoft Edge [4] WRONG ORDER : NETTETA x +

nettetalng-support.freshdesk.com/a/tickets/4

Continue setup Request Demo 14 days trial left Buy now Activate account

All unresolved tickets > 4 New Search Apps

Star Reply Add note Forward Close Merge Delete

New

📞 😊 | **WRONG ORDER**

Created by LARA GABRIEL

Add summary (powered by Freddy)

R Raguel\_pally reported via phone 19 minutes ago

📞 **The client made a wrong order purchase. Kindly process a return invoice for the client.**

Open

FIRST RESPONSE DUE by Tue, Jun 3, 2025 1:45 PM

RESOLUTION DUE Edit by Tue, Jun 3, 2025 2:45 PM

PROPERTIES

Tags

Threads + Show activities

Email raguel\_pally@gmail.com

TIMELINE

📞 **WRONG ORDER**

#4

2 Jun 2025, 02:45 PM

Status: Open

Activate Windows Go to Settings to activate Windows

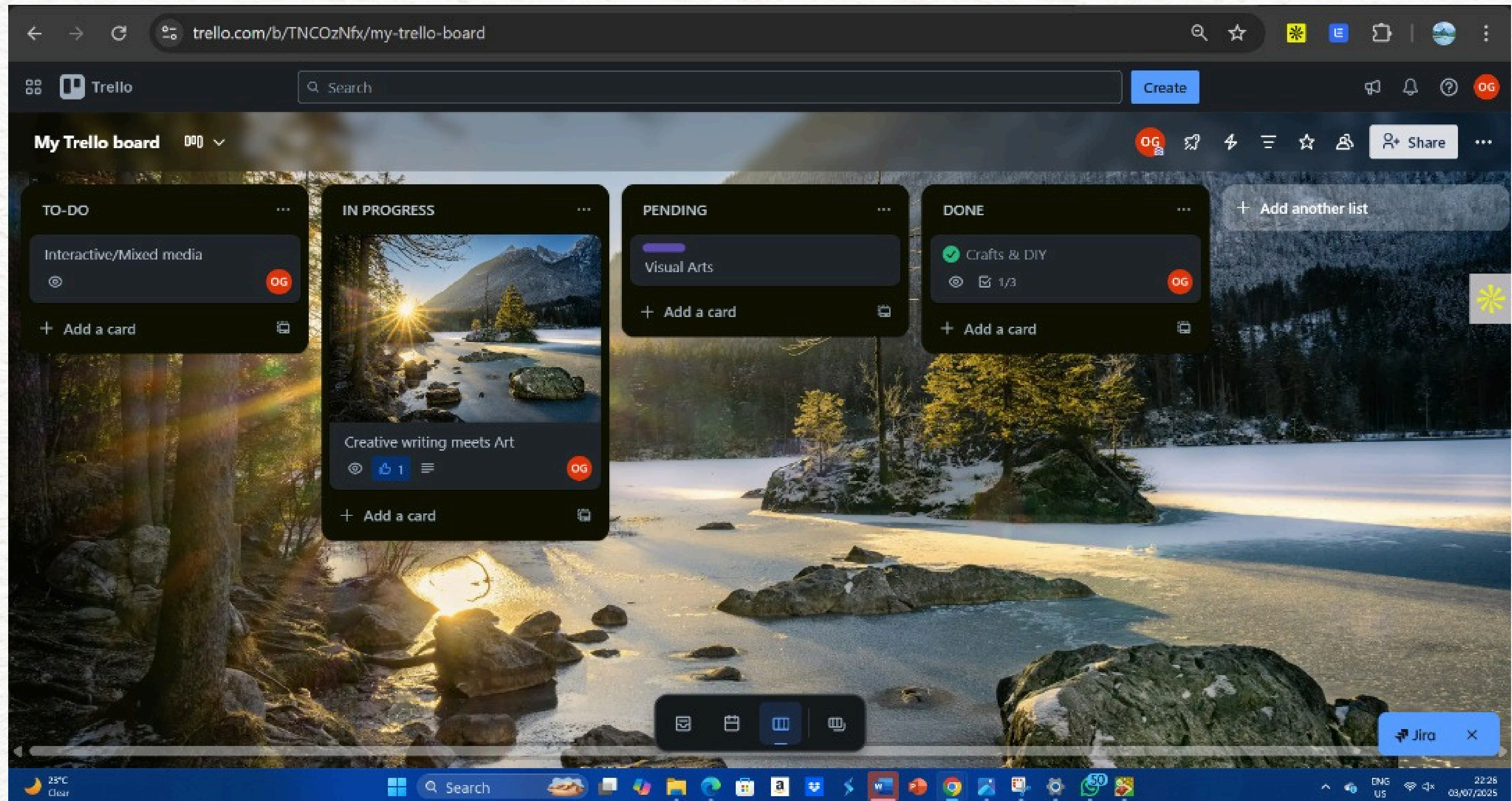
TIME LOGS

Type here to search

Tem... 15:04 02/06/2025

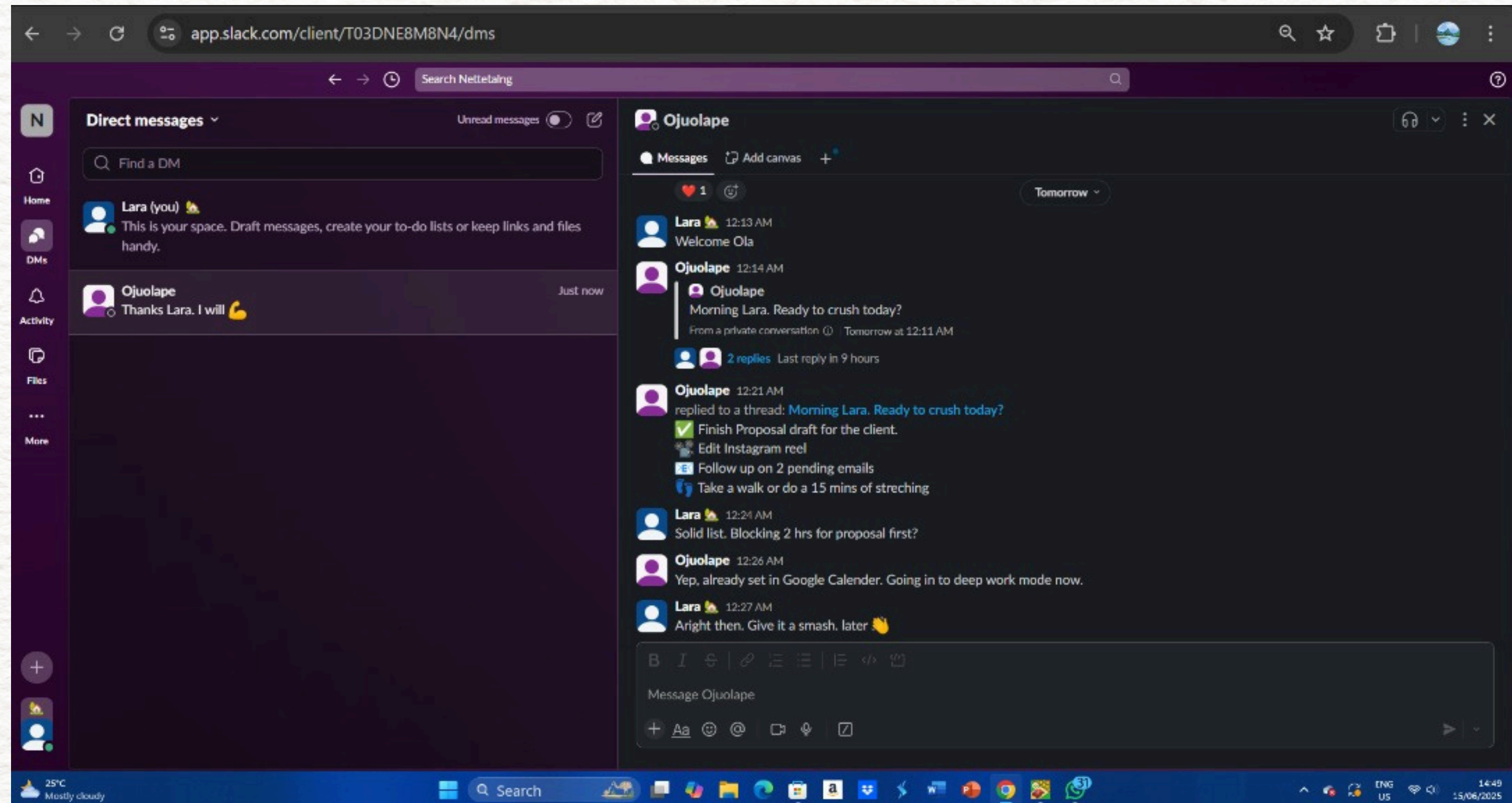


# TRELLO



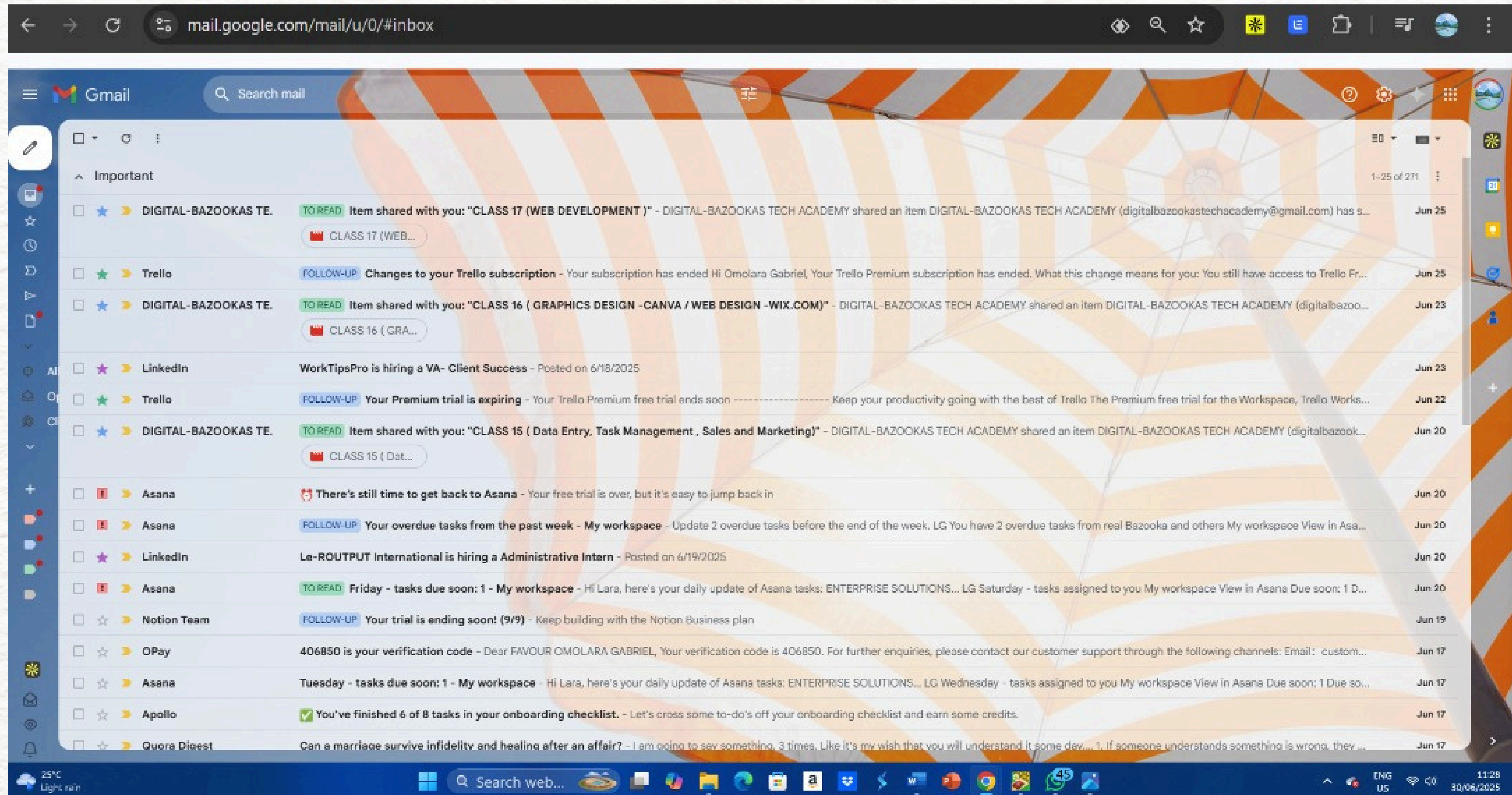


# SLACK



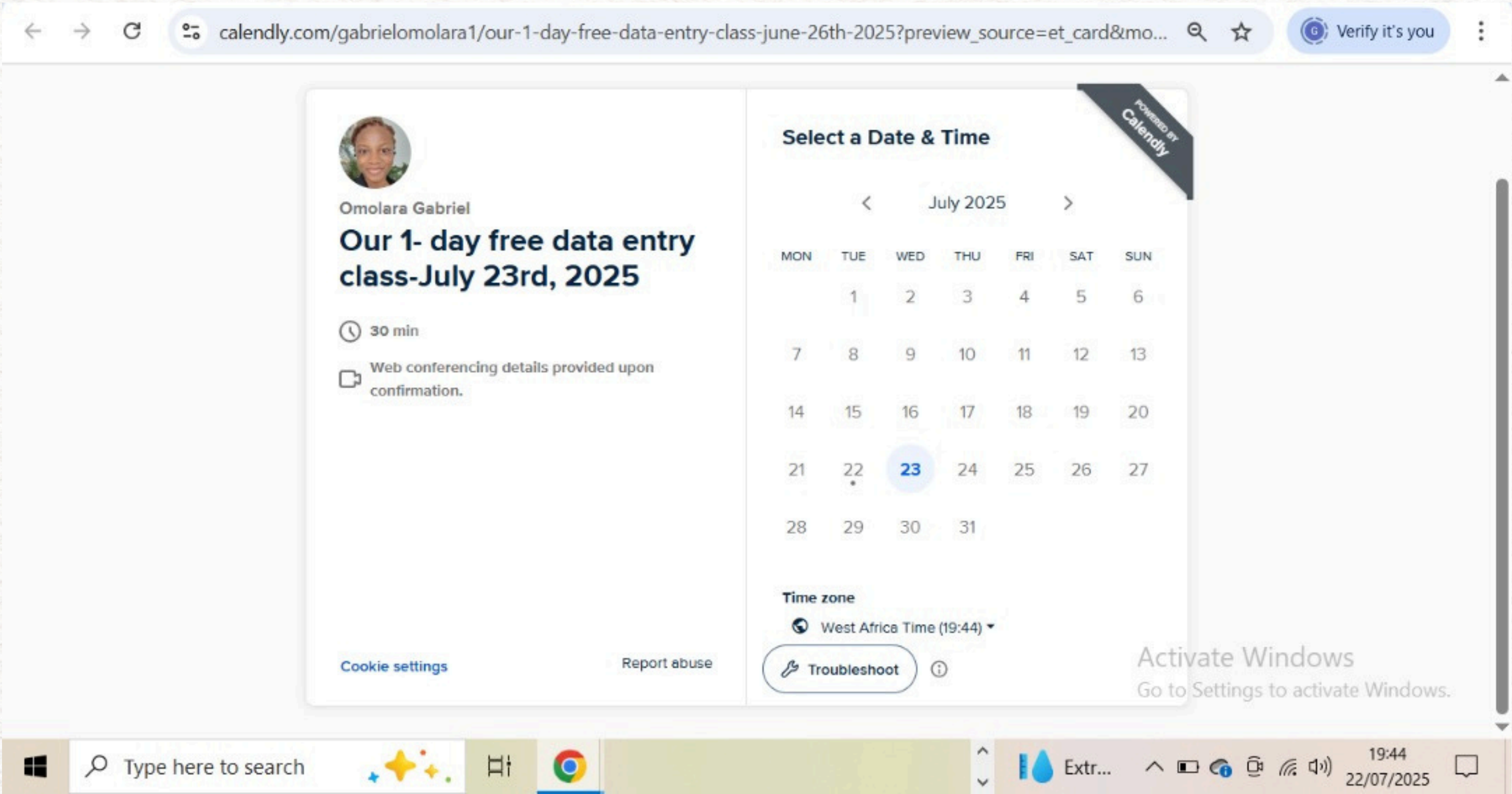


# EMAIL MANAGEMENT : GMAIL





**CALENDLY**





Thank you for reviewing my portfolio.

I am committed to delivering reliable, detail-oriented administrative support that enhances operational efficiency. I look forward to the opportunity to contribute to your business success.

**CONTACT**

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👤 @gabrielomolara1.wixsite