



Administrative SUPPORT



Supporting the day-to-day tasks that keep your business moving



MEET RICKY.

I have experience in finance, accounting, and business operations, where administrative work has been an important part of keeping daily activities organized and running smoothly. Over the years, this experience has helped me develop a structured and detail-oriented approach to managing information, documents, spreadsheets, follow-ups, and other routine administrative tasks.

My goal is to keep your administrative work organized, accurate, and up to date—so you can spend less time dealing with routine tasks and more time focusing on your business.





WHAT I SUPPORT.

Helping you stay organized, responsive, and on top of the tasks that keep your business moving.



Email & Calendar Management

Keeping your inbox, appointments, and schedules organized.



Internet Research

Finding, organizing, and summarizing relevant information.



Customer Support / DM Handling

Responding to customer messages and helping keep communication timely.



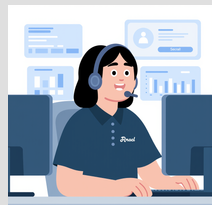
Data Entry

Entering, updating, and organizing information accurately.



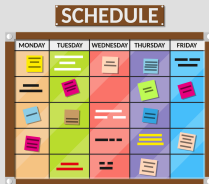
Canva Design

Creating simple, professional visuals for your everyday business needs.



General Administrative Support

Handling routine administrative tasks that help keep your business running smoothly.



Project Management

Helping organize tasks, deadlines, and project progress.

IMPACT — WHAT BETTER ADMINISTRATIVE SUPPORT GIVES YOU.

Less time spent on routine tasks. More time focused on what matters.



A More Organized Workflow

Information, schedules, and documents are kept structured and easier to manage.



Clearer & Easier Access to Information

Important data and documents are organized so you can find what you need when you need it.



Less Administrative Overload

Routine tasks are handled consistently, helping reduce the number of things competing for your attention.



More Time for Priorities

With routine administrative work taken care of, you have more time to focus on clients, projects, and running your business.



Better Follow-Through / Fewer Missed Details

Emails, messages, tasks, deadlines, and important information are easier to track and less likely to be overlooked.



RICKY

SAMPLE OF WORK

01 — Email Management.

Keeping your inbox organized, prioritized, and easier to manage.

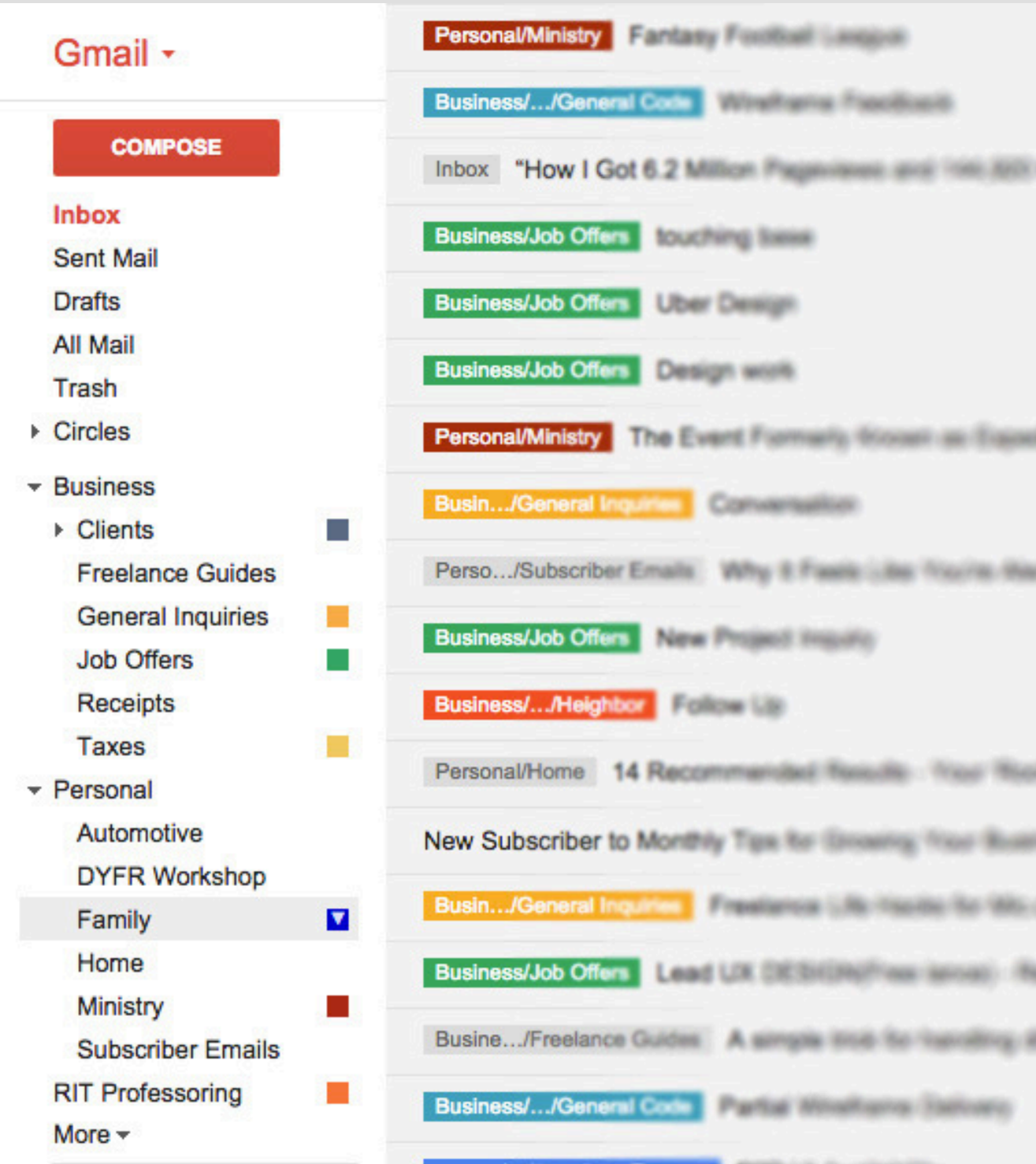
What I Handle

- **Inbox Organization** — Sorting and categorizing emails based on priority, sender, or purpose.
- **Email Prioritization** — Identifying important messages that require attention or follow-up.
- **Response Support** — Drafting or preparing responses for routine inquiries and communications.
- **Follow-Up Tracking** — Keeping track of emails that need a response or further action.
- **Email Cleanup** — Organizing old messages and reducing inbox clutter.
- **Folder & Label Management** — Creating a simple structure that makes important emails easier to find.

Business	Global folder for business emails
Clients	Global folder for client emails
Archived	Emails from past clients
Client Name	Client folder
Client Name	
Client Name	
Prospecting	Emails from prospective clients
Client Name	Client folder
Client Name	
Client Name	
Client Name	Active client folder
Client Name	
Client Name	
Client Name	
Client Name	Label colors match client branding
Client Name	
Client Name	
Internal	Global folder for internal (non-client) emails
Accounting & Payroll	Gusto, contractors, and S-Corp emails
Finance & Taxes	Business finances, tax payment receipts, etc.
Freelance Guides	Lists you're subscribed to
General	General business and professional emails
Job Offers	New leads and job offers
Legal	Emails related to legal council
Office	Emails related to your virtual or home office
Receipts	Receipts for business expenses
Products	Global folder for products I've created
Mastering ConvertKit	Emails about this course
Proposal & Contract Bundle	Emails about this product
Newsletter	My own personal newsletter emails
Subscribers	Emails from my subscribers!
Personal	Global folder for personal emails
Automotive	Oil change appointments, inspections
Family	Family events, shared links, etc
Health	Healthcare, appointments, doctor visits,
Home	Home insurance, decor, billing receipts
Pets	Appointments, reminders, health plans
Ministry	Donation receipts, events, non-profit emails
Travel	Confirmations, booking updates, etc
Wedding	Everything related to wedding plans

Labeling System in Gmail

This system will allow you to quickly sort emails as they arrive and prevent you from having a mountain of unattended emails in your inbox at the end of the day.





SAMPLE OF WORK

02 — Calendar Management.

Keeping your schedule organized, clear, and easier to manage.

What I Handle

- **Schedule Management** — Adding, updating, and organizing meetings, appointments, and important events.
- **Calendar Organization** — Structuring the calendar with clear categories, details, and reminders.
- **Meeting Coordination** — Helping coordinate meeting times and ensuring the necessary details are included.
- **Conflict Checking** — Reviewing schedules to help identify overlapping or conflicting appointments.
- **Reminders & Follow-Ups** — Setting reminders for meetings, deadlines, and important activities.
- **Schedule Updates** — Keeping the calendar current when plans, meetings, or priorities change.

	MON 22	TUE 23	WED 24	THU 25	FRI 26	SAT 27
			BRI in Los Angeles			
					30 min outbox (every Friday)	
	morning block, 7am		morning block, 7am	morning block, 7am	morning block, 7am	
	Peloton: 45 7:30 – 8:30am		Peloton: 45 7:30 – 8:30am	Peloton: 45 7:30 – 8:30am	Peloton: 45 7:30 – 8:30am	
	morning block 2, 8:30am	morning block 2, 8:30am	morning block 2, 8:30am	morning block 2, 8:30am	morning block 2, 8:30am	
	text triage, 9am					
	team: asks, strategy 9:15 – 10am	team check-ins 9:15 – 10am	team check-ins 9:15 – 10am	GROWTH: learning circle 9 – 10am	team check-ins 9:15 – 10am	call block 1, 9am
	Erik <> Brianne text, 10am	Finalize comms plan 10 – 11am	Neil Brianne, 10am	next steps: Growth circle, 10am	adhoc: strategy 10 – 11am	call block 2, 9:30am
	community planning, 10:30am					
	email processing 11am – 12pm	email processing 11am – 12pm	email processing 11am – 12pm	email processing 11am – 12pm	email processing 11am – 12pm	Newsletter build 10am – 12pm
	Lunch, 12pm					
	prep: pitch #1 12:15 – 1pm	SMB playbook outline 12 – 1pm	prep: pitch #1 12:15 – 1pm	PRODUCT DESIGN: learning 12 – 1pm	Lunch & Learn 12 – 1pm	brunch 12 – 2pm
	pitch 1 1 – 1:45pm	focused work 1 – 3:30pm	pitch 1 1 – 1:45pm	focused work 1 – 3:30pm	outbox day 1 – 3:30pm	
	next steps: pitch #1, 1:45pm	product build 1 – 3:30pm	next steps: pitch #1, 1:45pm	monthly LP update 1 – 2pm		
	prep: pitch #2, 2pm		prep: pitch #2, 2pm			SMB playbook draft 2 – 4pm
	pitch 2 2:30 – 3:15pm		pitch 2 2:30 – 3:15pm			
	next steps: pitch #2, 3:15pm		next steps: pitch #2, 3:15pm			
	text triage, 3:30pm	text triage, 3:30pm	text triage, 3:30pm	text triage, 3:30pm	text triage, 3:30pm	
	email processing 4 – 5pm	email processing 4 – 5pm	email processing 4 – 5pm	email processing 4 – 5pm	email processing 4 – 5pm	offline 4 – 9pm
	talent: asks, closing calls 5 – 6pm	focused work 2 5 – 6:30pm	adhoc: strategy 5 – 6pm	BYOB Happy friends! 5 – 7pm	Weekly recap 5 – 5:45pm	
	dinner 6 – 7pm		(Virtual) Dinner 6 – 7:30pm		adhoc: strategy 6 – 7:30pm	
	adhoc: strategy calls 7 – 8pm	walk & talk, 6:30pm	Clubhouse: FOW 7 – 8pm	Clubhouse: Dev tools chat 7 – 8pm	life admin, 7:30pm	
	evening block 8 – 11pm	evening block 8 – 11pm	evening block 8 – 11pm	evening block 8 – 11pm	HOLD: double date 8 – 11pm	



SAMPLE OF WORK

03 — Canva Post Design.

Turning ideas into clear, engaging, and professional social media content.

"This design introduces Dr. Sarah through a combination of professional credentials and personal details, making the clinic's brand feel more human and approachable."

- **Carousel Structure** — Organizing information into a logical, easy-to-follow slide sequence.
- **Visual Design** — Creating clean and professional layouts using Canva.
- **Content Presentation** — Combining copy, visuals, and hierarchy to make information easy to understand.
- **Call to Action** — Ending the content with a clear and relevant next step.

Sample Deliverable:

A 6-slide Instagram carousel introducing Dr. Sarah, covering her expertise, approach to patient care, personal interests, and a clear call to action.

Carousel Post Format (a multi-slide post)

Slide 1 — Hook



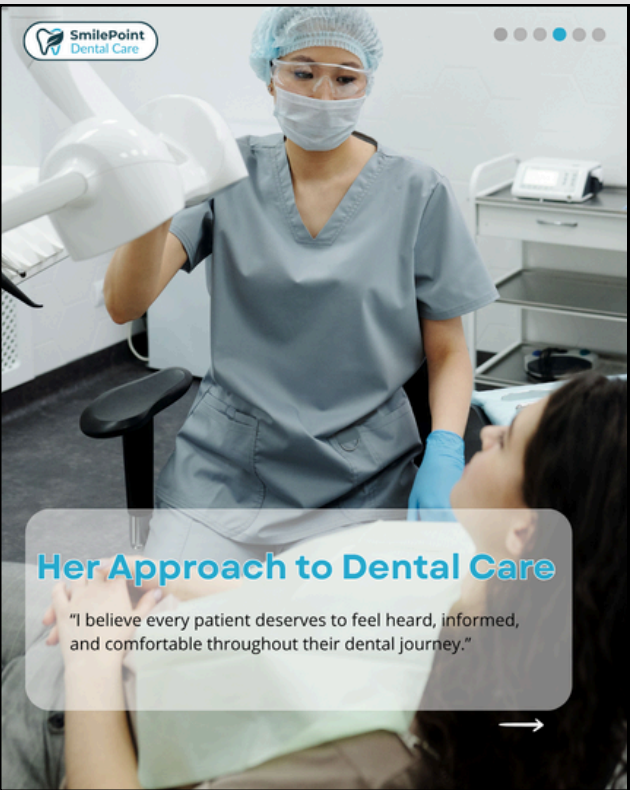
Slide 2 — Introduction



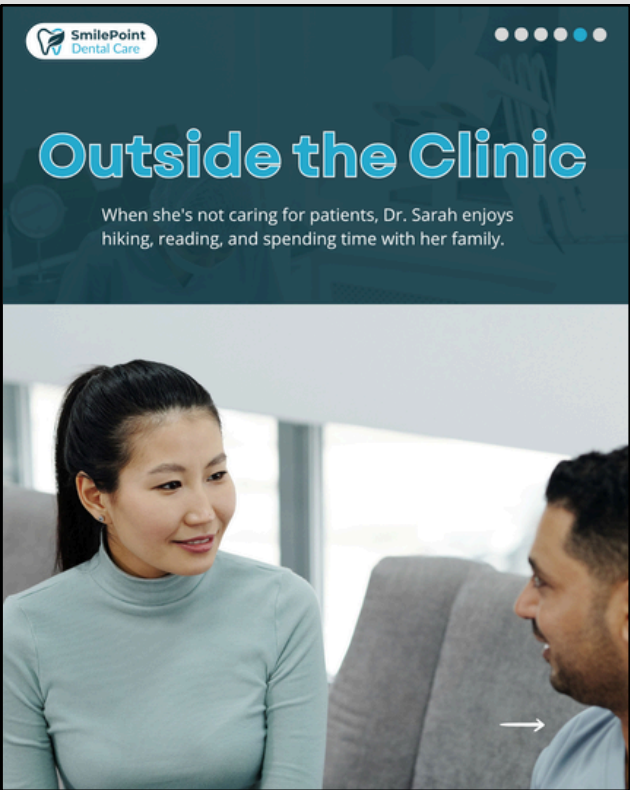
Slide 3 — Expertise



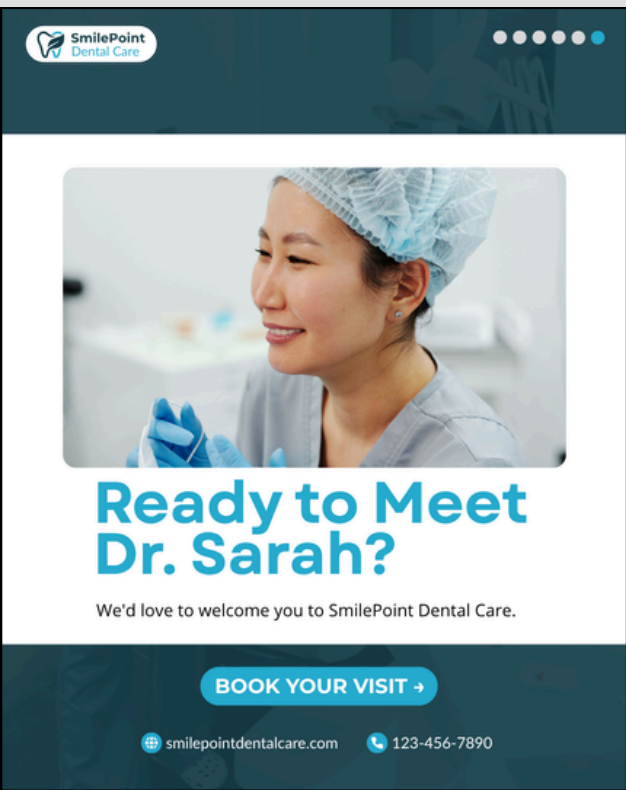
Slide 4 — Patient Approach



Slide 5 — Personal Touch



Slide 6 — CTA





SAMPLE OF WORK

04 — Social Engagement.

Building relationships through timely, helpful, and personal interactions.

- **Respond to Questions** — Providing clear and friendly responses to audience inquiries.
- **Customer Communication** — Helping maintain professional and consistent communication.
- **Information Guidance** — Sharing relevant information while directing customers to the right next step.
- **Engagement Support** — Helping the business stay active and responsive to its audience.

Sample Deliverable:

A collection of sample responses to common customer questions about dental treatments, pricing, and services.



smilepointdentalcare
Meet Dr. Sarah! 🦷 ✨ She provides personalized, comfortable care to help every patient feel confident about their smile. At SmilePoint Dental Care, we believe great dental care starts with listening.



Emily R **Question**
Hello Dr. Sarah. I've been thinking about whitening, but I'm worried it might be painful. Is it?



smilepointdentalcare **Response**
Hi Emma! Whitening is generally comfortable, although some people may experience temporary sensitivity. It can vary from person to person. If you're concerned about sensitivity, we'd be happy to discuss your options during a consultation. 😊



Claire **Question**
Hi! How much does teeth whitening cost?



smilepointdentalcare **Response**
Hi Claire! Thanks for reaching out 😊 The cost can depend on the type of whitening treatment that's right for you. We'd be happy to walk you through the available options and pricing.



SAMPLE OF WORK

05 — Data Entry.

Expense & Cash Flow Data Entry

Keeping financial data accurate, organized, and ready for review.

- **Expense Data Entry** — Recording expenses from receipts, invoices, and transactions.
- **Transaction Categorization** — Categorizing expenses by account or type.
- **Cash Flow Updates** — Updating income and expense records.
- **Data Verification** — Checking entries for missing or duplicate information.
- **Spreadsheet Organization** — Keeping financial data clean and organized.
- **Monthly Updates** — Keeping records current for easy review.

Sample Deliverable:

A structured summary of expenses and cash flow, including transaction categories, descriptions, amounts, and monthly totals.

MONTHLY CASH FLOW														
Total monthly cash flow: \$14,375.00														
Type	Descriptions	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Income	Salary	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00							\$ 45,000.00
Income	Commissions/Bonus	\$ 400.00	\$ 400.00	\$ 500.00	\$ 200.00	\$ -	\$ 600.00							\$ 2,100.00
Expenses	Social Security (SS)	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00							\$ 7,500.00
Expenses	State income tax	\$ 208.33	\$ 208.33	\$ 208.33	\$ 208.33	\$ 208.33	\$ 208.33							\$ 1,250.00
Expenses	Vehicle tax/fees	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67	\$ 16.67							\$ 100.00
Expenses	Vehicle payments	\$ 333.33	\$ 333.33	\$ 333.33	\$ 333.33	\$ 333.33	\$ 333.33							\$ 2,000.00
Expenses	Rent	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00							\$ 7,500.00
Expenses	Insurance	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00							\$ 150.00
Expenses	Electricity	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00							\$ 600.00
Expenses	Gas	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00							\$ 300.00
Expenses	Water	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00							\$ 300.00
Expenses	Internet	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00							\$ 300.00
Expenses	Food	\$ 400.00	\$ 500.00	\$ 450.00	\$ 400.00	\$ 450.00	\$ 425.00							\$ 2,625.00
Discretionary	Dining	\$ 50.00	\$ 150.00	\$ 100.00	\$ 50.00	\$ 150.00	\$ 100.00							\$ 600.00
Discretionary	Gifts	\$ 25.00	\$ 75.00	\$ 50.00	\$ 25.00	\$ 75.00	\$ 50.00							\$ 300.00
Discretionary	Travel	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00							\$ 2,000.00
Discretionary	Entertainment	\$ 50.00	\$ 150.00	\$ 100.00	\$ 50.00	\$ 150.00	\$ 100.00							\$ 600.00
Discretionary	Personal care	\$ 15.00	\$ 25.00	\$ 35.00	\$ 15.00	\$ 25.00	\$ 35.00							\$ 150.00
Discretionary	Shopping	\$ 100.00	\$ 200.00	\$ 150.00	\$ 175.00	\$ 150.00	\$ 175.00							\$ 950.00
Savings	Cash reserves	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67							\$ 2,500.00
Savings	Savings account	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00							\$ 3,000.00
Total		\$ 3,010.00	\$ 2,550.00	\$ 1,865.00	\$ 2,735.00	\$ 2,250.00	\$ 1,965.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,375.00
Summary														
Income		\$ 7,900.00	\$ 7,900.00	\$ 8,000.00	\$ 7,700.00	\$ 7,500.00	\$ 8,100.00							\$ 47,100.00
Expenses		\$ 3,733.33	\$ 3,833.33	\$ 3,783.33	\$ 3,733.33	\$ 3,783.33	\$ 3,758.33							\$ 22,625.00
Discretionary		\$ 240.00	\$ 600.00	\$ 1,435.00	\$ 315.00	\$ 550.00	\$ 1,460.00							\$ 4,600.00
Savings		\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67							\$ 5,500.00
Total		\$ 3,010.00	\$ 2,550.00	\$ 1,865.00	\$ 2,735.00	\$ 2,250.00	\$ 1,965.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,375.00



SAMPLE OF WORK

06 — Project Management.

Project Management & Tracking

Keeping projects organized, visible, and on track.

- **Project Overview** — Organizing key project details, tasks, milestones, and responsibilities.
- **Gantt Chart** — Visualizing timelines, task dependencies, and project progress.
- **Project Budget** — Tracking planned and actual project costs.
- **Project Dashboard** — Providing a clear overview of project status, progress, budget, and key metrics.

Sample Deliverable:

A project management dashboard combining project overview, timeline, Gantt chart, budget tracking, and progress monitoring in one organized system.

PROJECT/SERVICE FILTER

OVERALL PROJECT/SERVICE COMPLETED: 2 OF 20

10%

PROJECT DUE TODAY

0

PROJECT STATUS DISTRIBUTION

To do

In progress

Hold

To review

Started

Overdue

Canceled

Completed

PROJECT MANAGER DISTRIBUTION

Budi Santoso

Siti Aminah

Andi Pratama

Putri Lestari

Ahmad Fauzi

Dewi Kartika

Rizky Ramadhan

Indah Permata Sari

BUDGET vs EXPENSES

2,000,000

1,800,000

1,600,000

1,400,000

1,200,000

1,000,000

800,000

600,000

400,000

200,000

0

1,722,000

627,500

BUDGET

EXPENSES

EXPENSES and REVENUE

2,500,000

2,000,000

1,500,000

1,000,000

500,000

0

627,500

2,190,000

EXPENSES

REVENUE

PROJECT NAME	CLIENT NAME	START DATE	END DATE	PROGRESS %	STATUS	DESCRIPTION	PERSON IN CHARGE	PROJECT TYPE	PROJECT CATEGORY	BUDGET	EXPENSES	REVENUE	PROFIT	NOTES
Mobile Banking App	Bank Mandiri	1/5/2026	8/15/2026	32%	In progress	Development of secure mobile app	Andi Pratama	zyek Pengembangan Perangkat Lun	Konstruksi	\$ 50,000.00	\$ 42,000.00	\$ 65,000.00	\$ 23,000.00	Finished early
Green Office Park	PT. Alam Hijau	1/12/2026	6/30/2026	45%	In progress	Building eco-friendly office	Budi Santoso	Proyek Konstruksi	Teknologi Informasi (TI)	\$ 250,000.00	\$ 120,000.00	\$ 320,000.00	\$ 200,000.00	Materials delayed
Summer Promo-2026	Shopoo-Indo	1/18/2026	2/20/2026	100%	Completed	Digital ads and influencer campaign	Putri Lestari	Kampanye Pemasaran	Pemasaran dan Promoklanan	\$ 15,000.00	\$ 14,500.00	\$ 25,000.00	\$ 10,500.00	High ROI
AI Diagnosis Tool	RS Siloam	1/26/2026	5/10/2026	60%	In progress	AI-based cancer detection research	Ahmad Fauzi	Proyek Riset dan Pengembangan	Kesehatan	\$ 80,000.00	\$ 55,000.00	\$ 100,000.00	\$ 45,000.00	Clinical trials pending
Tech Expo 2026	Kemenparekrif	2/2/2026	2/15/2026	0%	Canceled	National technology exhibition	Dewi Kartika	Proyek Perencanaan Acara	Manajemen Acara	\$ 40,000.00	\$ 5,000.00	\$ 0.00	\$ (5,000.00)	Budget cut by gov
River Cleaning Bot	Dinas LH	2/3/2026	4/20/2026	85%	To review	Autonomous river waste collector	Rizky Ramadhan	Proyek Perencanaan Acara	Lingkungan dan Keberlanjutan	\$ 30,000.00	\$ 28,000.00	\$ 45,000.00	\$ 17,000.00	Testing phase
Smart City Fiber	Telkom Indonesia	2/16/2026	6/15/2026	30%	In progress	Fiber optic network expansion	Indah Permata Sari	Inisiatif Kesehatan	Pendidikan dan Pelatihan	\$ 120,000.00	\$ 40,000.00	\$ 160,000.00	\$ 120,000.00	Permit issues
Data Science Course	Coursora-Indo	2/23/2026	3/30/2026	100%	In progress	Interactive video course modules	Siti Aminah	Peningkatan Infrastruktur	Infrastruktur & Properti	\$ 10,000.00	\$ 8,000.00	\$ 20,000.00	\$ 12,000.00	High enrollment
Bridge Renovation	Pemprov DKI	3/2/2026	6/10/2026	15%	Started	Strengthening Semanggi bridge	Budi Santoso	Inisiatif Kesehatan	Pendidikan dan Pelatihan	\$ 500,000.00	\$ 100,000.00	\$ 600,000.00	\$ 500,000.00	Night shifts only
E-Wallet Integration	GoPay	3/9/2026	4/15/2026	90%	To review	API integration for retail	Andi Pratama	Peningkatan Infrastruktur	Teknologi Informasi (TI)	\$ 25,000.00	\$ 20,000.00	\$ 35,000.00	\$ 15,000.00	Minor bugs found
Vaccine Distribution	Bio Farma	3/9/2026	5/20/2026	50%	In progress	Cold chain logistics system	Ahmad Fauzi	Proyek Keberlanjutan Lingkungan	Kesehatan	\$ 60,000.00	\$ 35,000.00	\$ 80,000.00	\$ 45,000.00	On track
Organic Brand Launch	Unilever	3/16/2026	5/1/2026	10%	Hold	Launching new organic soap	Putri Lestari	Peningkatan Infrastruktur	Infrastruktur & Properti	\$ 45,000.00	\$ 10,000.00	\$ 70,000.00	\$ 60,000.00	Waiting for packaging
Rural Solar Power	PLN	3/30/2026	6/25/2026	20%	In progress	Solar panel installation in Papua	Rizky Ramadhan	Kampanye Pemasaran	Pendidikan dan Pelatihan	\$ 90,000.00	\$ 30,000.00	\$ 110,000.00	\$ 80,000.00	Logistic challenges
HR Portal Update	Pertamina	4/6/2026	5/15/2026	5%	Overdue	UI/UX revamp for HR portal	Siti Aminah	zyek Pengembangan Perangkat Lun	Lingkungan dan Keberlanjutan	\$ 20,000.00	\$ 5,000.00	\$ 30,000.00	\$ 25,000.00	Lack of designer
Music Festival	Java Jazz	4/13/2026	5/25/2026	40%	In progress	Organizing 3-day concert	Dewi Kartika	Proyek Konstruksi	Kesehatan	\$ 150,000.00	\$ 70,000.00	\$ 200,000.00	\$ 130,000.00	Ticket pre-sale live
5G Antenna Install	Indosat	4/20/2026	6/20/2026	0%	To do	New 5G towers in Bandung	Indah Permata Sari	Kampanye Pemasaran	Lingkungan dan Keberlanjutan	\$ 85,000.00	\$ 0.00	\$ 130,000.00	\$ 130,000.00	Site survey next

GANTT CHART

YEAR

2026

MONTH

April

DO NOT SHOW THE FOLLOWING STATUS:

COMPLETED VS NOT COMPLETED

10

5

0

2

8

COMPLETED

NOT COMPLETED

PROJECT / SERVICE NAME	CLIENT NAME	START DATE	END DATE	PROGRESS %	STATUS
AI Diagnosis Tool	Ahmad Fauzi	1/26/2026	5/10/2026	65%	In Progress
Tech Expo 2026	Dewi Kartika	2/2/2026	2/15/2026	0%	Cancelled
Smart City Fiber	Andi Pratama	2/16/2026	6/15/2026	35%	In Progress
Data Science Course	Siti Aminah	2/23/2026	3/30/2026	100%	Completed
5G Antenna Install	Indah Permata	3/9/2026	6/20/2026	0%	To Do
Mobile Banking App	Budi Santoso	3/15/2026	3/15/2026	100%	Completed
Organic Brand Launch	Putri Lestari	3/23/2026	5/1/2026	15%	Started
Rural Solar Power	Rizky Ramadhan	3/30/2026	6/25/2026	20%	Started
Music Festival	Jessica Milla	4/13/2026	5/25/2026	10%	Started
E-Wallet Integration	Kevin Sanjaya	4/20/2026	4/15/2026	90%	In Progress

FINANCIAL OVERVIEW

80,000

60,000

40,000

20,000

0

BUDGET

EXPENSES

TASKS ACTUAL COST

Project Setup

Market Research

UX Design

BUDGET DISTRIBUTION

LABOR

MATERIALS

FIXED

BUDGET vs ACTUAL

80,000

60,000

40,000

20,000

0

BUDGET

ACTUAL

BUDGET EXPENSE PROGRESS

20%

PROJECT / SERVICE NAME	CLIENT NAME	START DATE	END DATE	BUDGET	EXPENSES	PROGRESS
Mobile Banking App	Bank Mandiri	1/5/2026	8/15/2026	\$ 69,724.00	\$ 13,965.00	20.03%

TASK	DESCRIPTION	STATUS	PLANNED START DATE	ACTUAL START DATE	END DATE	LABOR HOUR(\$)	RATE/HOUR	TOTAL LABOR	MATERIALS UNIT(\$)	UNIT PRICE	TOTAL MATERIALS	FIXED COSTS TRAVEL	EQUIPMENT / SPACE	MISC.	BUDGET	ACTUAL	%	DIFFERENCE	BUDGET EXPENSE PROGRESS
Project Setup	Initial infra & repo setup	✓ Completed	1/5/2026	1/5/2026	1/10/2026	20	\$ 50.00	\$ 1,000.00	1	\$ 150.00	\$ 150.00	\$ 0.00	\$ 200.00	\$ 50.00	\$ 1,400.00	\$ 270.00	2%	\$ 1,130.00	19%
Market Research	Competitor feature analysis	✓ Completed	1/12/2026	1/13/2026	1/20/2026	40	\$ 40.00	\$ 1,600.00	2	\$ 100.00	\$ 200.00	\$ 100.00	\$ 0.00	\$ 100.00	\$ 2,000.00	\$ 450.00	3%	\$ 1,550.00	23%
UX Design	Wireframing & Prototyping	✓ Completed	1/21/2026	1/21/2026	2/5/2026	80	\$ 45.00	\$ 3,600.00	5	\$ 50.00	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,850.00	\$ 390.00	3%	\$ 3,460.00	10%
Core Engine	Backend API architecture	In progress	2/6/2026	2/8/2026	2/25/2026	100	\$ 65.00	\$ 6,500.00	1	\$ 500.00	\$ 500.00	\$ 0.00	\$ 1,000.00	\$ 500.00	\$ 8,500.00	\$ 850.00	6%	\$ 7,650.00	10%
Security Audit	Pentest & Encryption	In progress	2/26/2026	3/1/2026	3/15/2026	60	\$ 80.00	\$ 4,800.00	1	\$ 2,000.00	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,800.00	\$ 2,680.00	19%	\$ 4,120.00	39%
Database Sync	Real-time data integration	Started	4/1/2026	3/16/2026	3/30/2026	50	\$ 60.00	\$ 3,000.00	1	\$ 1,200.00	\$ 1,200.00	\$ 0.00	\$ 500.00	\$ 300.00	\$ 5,000.00	\$ 800.00	6%	\$ 4,200.00	16%
Payment Module	QRIS & Virtual Account	To do	4/1/2026		4/15/2026	70	\$ 70.00	\$ 4,900.00	2	\$ 300.00	\$ 600.00	\$ 200.00	\$ 0.00	\$ 0.00	\$ 5,700.00	\$ 500.00	4%	\$ 5,200.00	9%



SAMPLE OF WORK

07 — Task Tracker.

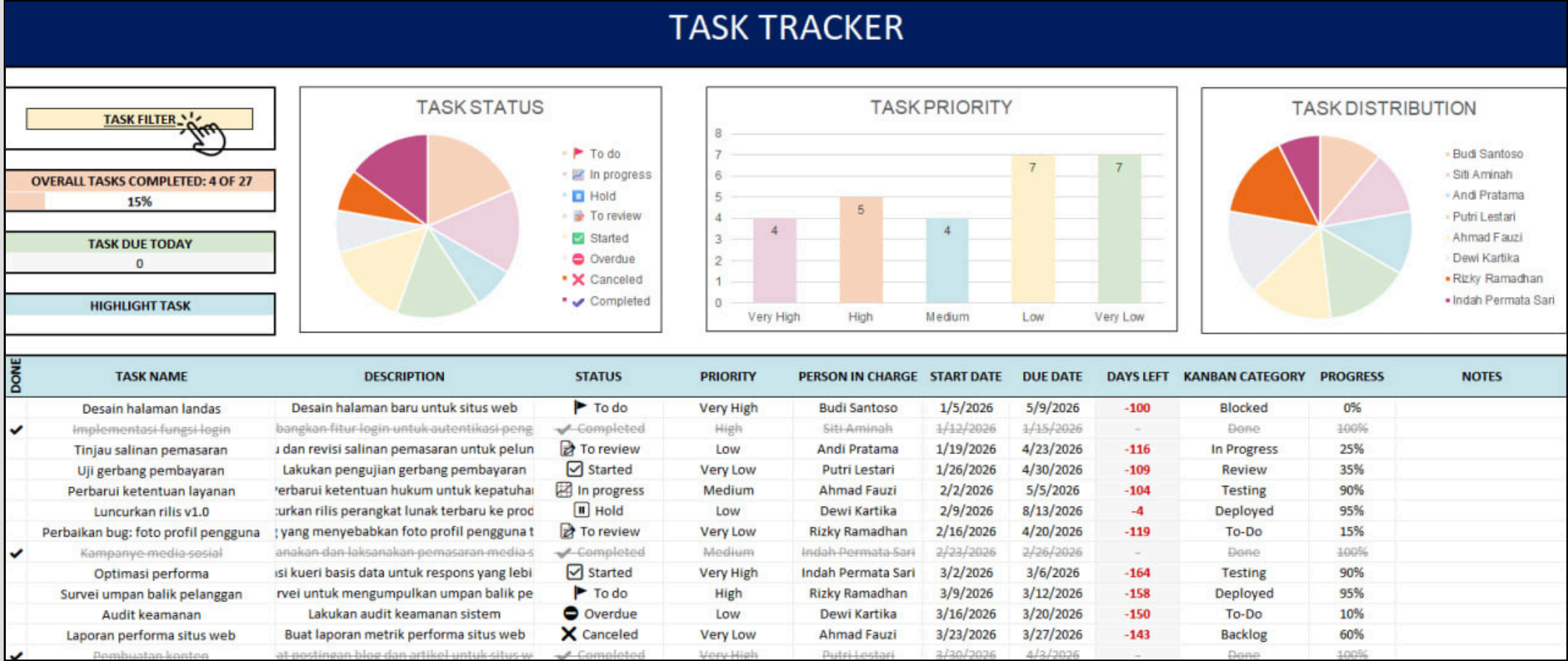
Task & Workflow Management

Keeping tasks, communication, and progress organized in one place.

- **Task Tracking** — Organizing tasks, priorities, deadlines, and status.
- **Communication Log** — Recording important project updates, discussions, and follow-ups.
- **Kanban Board** — Visualizing tasks from pending to completed.
- **Progress Monitoring** — Making it easier to see what's in progress, completed, or needs attention.

Sample Deliverable:

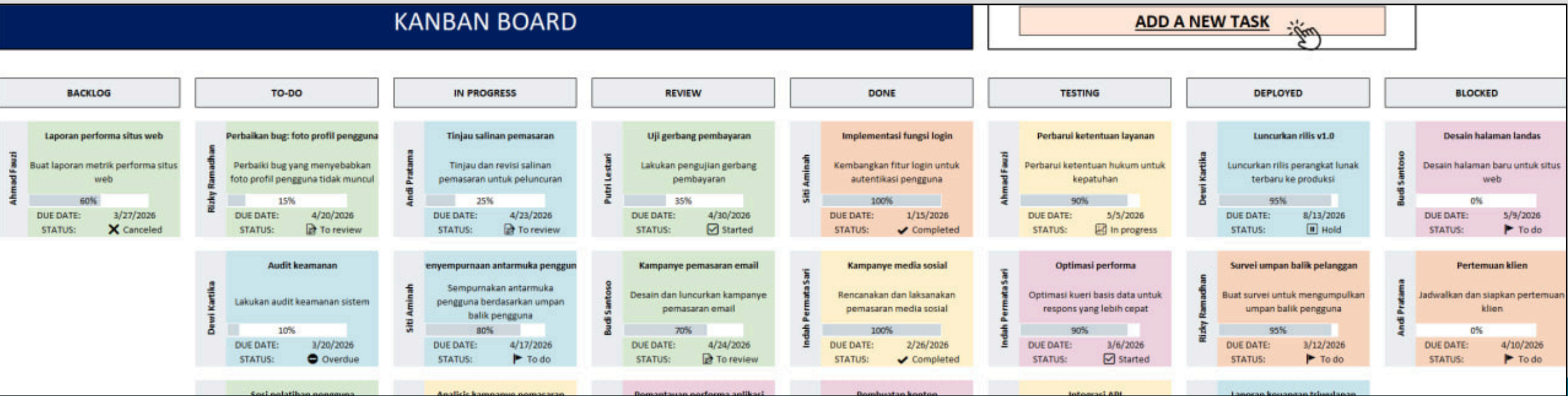
An organized task management system combining task tracking, communication logs, and a Kanban board to keep project activities visible and easy to follow.



COMMUNICATION FILTER

COMMUNICATION LOG

DATE	TIME	COMMUNICATION TYPE	AGENDA	SUMMARY/MINUTES	ACTION ITEMS	FOLLOW UP REQUIRED?	PARTICIPANT 1	PARTICIPANT 2	PARTICIPANTS	PARTICIPANT 3	PARTICIPANT 4	PARTICIPANT 5	ATTACHMENTS NAME	NOTES
1/5/2026	9:00 AM	Meeting	New VA Onboarding	Discussed daily tasks and tool access	Send login credentials for Slack & Trello	Yes	Budi, Sarah, VA							VA experienced unstable connection
1/12/2026	2:30 PM	Email	Weekly Report	Submitted first-week performance summary	Manager review of report	No	Sarah, VA							Sent on time
1/21/2026	10:00 AM	Call	Market Research Briefing	Discussed competitor target audiences	Start gathering data on 5 competitors	Yes	Budi, VA							Focus on product pricing
1/28/2026	11:15 AM	Text	Quick Trello Update	Confirmed completed task cards	Move cards to 'Done' column	No	Sarah, VA							Via WhatsApp
2/4/2026	4:00 PM	Memos	New Work Policy	Notification regarding working hours during holiday	Review new SOP document	No	Entire Team							Internal company memo
2/10/2026	9:30 AM	Meeting	Social Media Evaluation	Brainstorming Instagram content ideas	Create draft designs for 3 posts	Yes	Creative Team, VA							Need to revise color palette
2/18/2026	9:30 AM	Email	Graphic Design Revision	Feedback for February promo assets	Fix typography on banner	Yes	Budi, VA							Duplicate data found
2/25/2026	1:00 PM	Call	CRM Troubleshooting	Data synchronization issues	Contact CRM IT support	Yes	VA, IT Support							Deadline tomorrow afternoon
3/2/2026	10:45 AM	Text	Deadline Reminder	Reminder to input vendor invoices	Submit all invoices by 5 PM	No	Sarah, VA							Already processed
3/11/2026	3:00 PM	Meeting	Q2 Planning	Discussing targets for April-June	Draft timeline for key projects	Yes	Budi, Sarah, VA							Zoom meeting
3/19/2026	9:00 AM	Email	Interview Invitation	Coordinating new candidate schedules	Send meeting links to 3 candidates	Yes	VA, HR Manager							Role: Copywriter
4/6/2026	11:00 AM	Call	Event Confirmation	Finalizing catering for webinar	Pay catering down payment	No	VA, Vendor							Order for 50 pax
4/15/2026	2:00 PM	Memos	Workflow Changes	Update on reimbursement submission process	Use new form in Google Drive	No	Entire Staff							Effective immediately
5/5/2026	8:30 AM	Meeting	Monthly Review	Analysis of paid ad performance	Optimize ad budget for next week	Yes	Budi, VA							ROI increased by 10%
5/5/2026	1:30 PM	Text	Urgent Coordination	Sudden meeting schedule change	Reschedule client calendar	No	Client, VA							Client had emergency
5/5/2026	10:00 AM	Email	Meeting Minutes	Distribution of meeting strategy results	Save file in archive folder	No	Management Team							PDF file attached
5/5/2026	9:15 AM	Call	Lead Follow up	Contacting potential clients	Input feedback into CRM	Yes	VA, Lead							Lead interested in demo
5/14/2026	10:45 AM	Meeting	Mid-Year Prep	Evaluating Semester 1 achievements	Prepare data presentation slides	Yes	Budi, Sarah, VA							Focus on cost efficiency





RICKY

EDUCATION & CERTIFICATION

Combining professional knowledge with practical training to support your business needs.



Bachelor's Degree in Accounting

Formal accounting education gives me a strong foundation in financial records, reporting, reconciliations, and understanding how the numbers behind your business connect.



Professionally Trained - Virtual Assistant

Virtual Assistant Training – SGBVA (@sgb_va)
Mentored by Tatiana Gromenko (@tanyagromenko).

This training strengthened my skills in professional virtual assistance, client support, communication, and organization, while also providing practical training in Social Media Management, including content planning, content creation, community engagement, and social media support.



Certified QuickBooks Online ProAdvisor (2025)

Certified in QuickBooks Online to help keep your books properly organized, maintained, and easier for you to review.



WHAT MY CLIENT SAYS

Feedback from a business owner I support



I've had the pleasure of working with Ricky since 2010, and he has been an exceptional asset to our team. He is incredibly reliable, detail-oriented, and always responsive to our needs. More than that, Ricky is someone we've always been able to count on.... he's dependable, flexible, and a truly valuable partner to our business. Ricky's been a trusted partner through it all and we continue to rely on his services to this day.

Deni RajaAmpat
Business Owner

 www.rajaampatadventures.com

 [@RajaAmpatDeni](https://www.instagram.com/RajaAmpatDeni)



LET'S WORK TOGETHER

Ready to Take Administrative Tasks Off Your Plate?

If you're looking for reliable administrative support to keep your day-to-day tasks organized and on track, I'd be happy to learn more about your business and see how I can support you.



Email: ricky@workwithricky.my.id



Website: www.workwithricky.my.id



Linkedin: linkedin.com/in/rickyva



Instagram: [@workwith.ricky](https://www.instagram.com/workwith.ricky)



Phone / WhatsApp: (+62)858-2769-0501

Thank
you.

