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Hello Everyone.

**I'M KELVIN
NJOROGÉ**

VIRTUAL ASSISTANT



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About Me

I am a skilled virtual assistant with expertise in sales funnels, lead generation, email marketing, CRM management, social media management, and content marketing. I have successfully worked with industries such as e-commerce, healthcare, technology, real estate, and education. Using tools like Go High Level, ClickFunnels, ZoomInfo, Mailchimp, and Zoho, I deliver tailored solutions that drive growth and engagement. From boosting online purchases for fashion retailers to enhancing client communication for wellness centers, I am committed to producing measurable results.

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Education & Experience

Experience

Years Worked: 4

Clients Served: 15

Education

Multimedia University of
Kenya

Bsc. Mechanical
Engineering



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Recents Projects



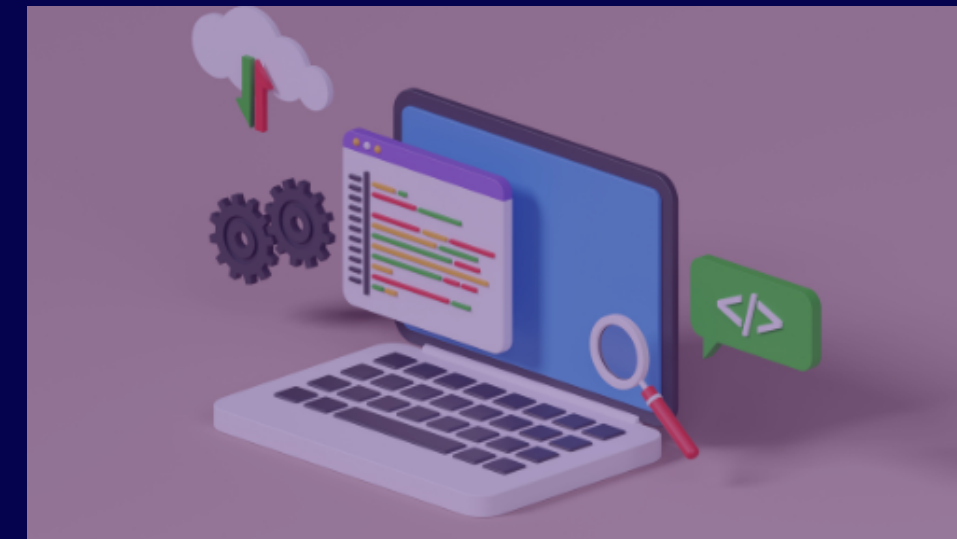
Web Development

SEE MORE



Sales Funnels

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Google AppSheet Development

LET'S CHAT



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Recents Project



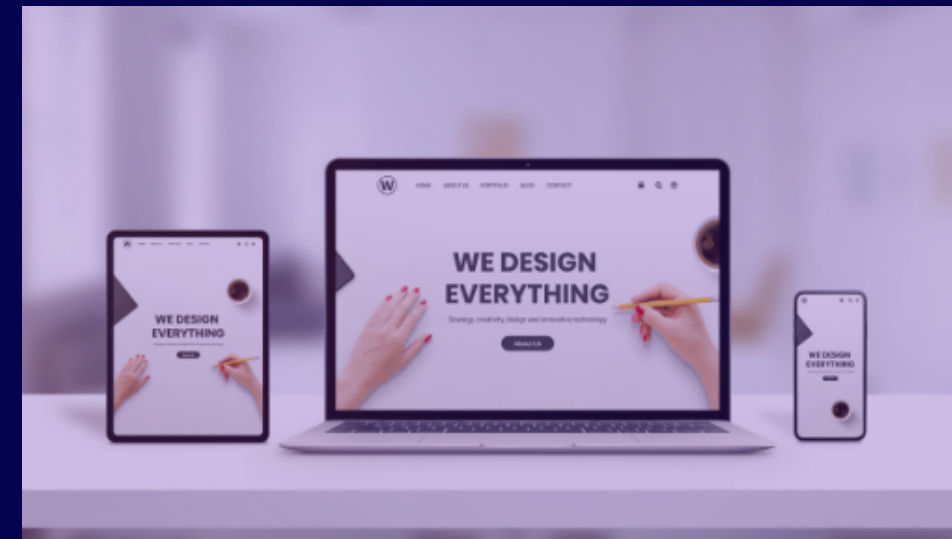
Marketing Workflows

LET'S CHAT



CRM Management

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Landing Pages

SEE MORE



Personal Skills

Administrative Assistance



Marketing Assistance



web design and development



Bookkeeping Tasks



Google Workspace and Advanced Google Sheets



Marketing Automation and Funnel Development



Social Media Management



WEBSITE DEVELOPMENT AND MAINTENANCE

I am well-versed in website development and maintenance. I have built multiple websites using software like WordPress, Wix, Elementor, Divi, Google Domains, and Bluehost for web hosting. I also perform SEO optimization for websites to improve searchability and ranking.

LEAD GENERATION AND OUTREACH

I have done lead generation and outreach before. My role involved creating lists of prospects as per the client's criteria with the help of software tools like ZoomInfo, Apollo, Crunchbase and LinkedIn Sales Navigator.

Afterwards, I used outreach tools like Klenty, Mailchimp, Google workspace, Constant Contact, and Go High Level to send email, text or LinkedIn messages. I also implemented multi-channel marketing.

CONTENT WRITING

As a content writer, my role revolves around crafting compelling written material tailored to specific audiences and platforms. I conduct thorough research, understand target audience preferences, and employ effective writing techniques to convey messages clearly and persuasively. I create content for diverse mediums such as websites, blogs, social media, and marketing materials, while adhering to SEO best practices.

GRAPHIC DESIGN

I have experience in Graphic design. I create visuals for social media, presentations, newsletters, and more. I design the graphics from scratch or using templates, I incorporate the client's branding elements like fonts, colors, and logos.

SOCIAL MEDIA MANAGEMENT

I am well-versed in social media management. I can implement various activities like responding to comments and messages, posting relevant content, and using hashtags to increase visibility.

EMAIL MARKETING

I am conversant in a variety of administrative responsibilities, such as appointment and event scheduling, document organization, record-keeping, and general support.

CRM MANAGEMENT

I am proficient in maintaining and updating customer records in CRMs such as Zoho and HubSpot to help keep contacts, interactions, and sales pipelines in order.

ADMINISTRATIVE TASKS

I am conversant in a variety of administrative responsibilities, such as appointment and event scheduling, document organization, record-keeping, and general support.

GOOGLE WORKSPACE

I am conversant with Google Workspace. Regarding Google Business Profile Management, I keep your business information up to date, respond to reviews, and post updates and offers.

DATA ENTRY

I excel in data entry, ensuring that information is accurately recorded and organized.

WEB RESEARCH

I am able to delve deep into the web to extract valuable insights, market trends, and competitor insights.

NEWSLETTERS

I have used MailChimp before in executing tasks like designing visually appealing emails, segmenting your audience for targeted messaging, scheduling and sending campaigns, analyzing performance metrics, and optimizing content based on engagement data.

GO HIGH LEVEL MARKETING

Workflow and automations
Sub-account and user management
Website and funnel creation
Forms and surveys
Social media scheduling
Newsletter and campaigns scheduling
Contact and opportunity management

Happy Clients Says



TERESA PARMELLE

Green Garden Zone

He works with remarkable speed, consistently delivering tasks ahead of schedule without compromising on quality.



ANTHONY OLIVAREZ

Powersmith Solar

Kelvin’s expertise in Go High Level and his proactive approach to managing sales reps and customer data have allowed us to stay ahead in a competitive market.

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Contact Details

Phone : +254796467278

Address : Benjo Plaza, Section 9, Thika

Email : virtualguru254@gmail.com