



Gabriel Virtual Assistant Services

virtual assistant services portfolio



Welcome!



Hi, i'm Esmeralda

FOUNDER OF
Gabriel VA Services

Virtual Assistant

i have 1 toddler and 4 dogs

i grew up in pomona california

mexico is my favorite place to visit

i'm currently keeping 15 plants alive

this year's goal is to read 1 book a month

I'm a proud momma of one beautiful girl and your new go-to virtual assistant!

When I'm not juggling family life with a Venti coffee in hand, I'm managing Gabriel Virtual Assistant Services, keeping plants (barely) alive, and planning our next family adventure. I built a flexible career to enjoy time with my daughter while helping entrepreneurs grow their businesses.

With years' experience as an office assistant and a year providing part-time VA services, I bring strong communication, organization, and multitasking skills across multiple industries.

I know running a small business can be overwhelming, and that's where I come in! I help business owners reclaim their time by managing admin, customer service, and behind-the-scenes tasks, so their operations run smoothly, and they enjoy better work-life balance

If you're looking for someone who understands the balancing act of family and business, I'm your girl! Let's work together to make your life easier and boost your productivity. I look forward to connecting soon!

Esmeralda



MY SERVICES

email management

Reading, writing, sending emails, creating folders, and creating filters to keep you organized

graphic design using Canva

Facebook, Instagram Posts, logo creation and graphics

typing

All typing, proof reading and PDF creation

data entry

All data entry work and CRM management

internet research

Researching and finding information on any questions one might have

calendar management

Scheduling meetings and client appointments

general administration

Any other task that may be required which I can assist with



PORTFOLIO



Instagram Posts

PORTFOLIO

GM

Gabriel's Multiservices



TAX SEASON

Don't forget its tax season.

The tax deadline is April 15, 2025. We're here for your tax needs. call to book your appointment.

No se le olvide que es temporada de impuestos.

El ultimo dia para declarar sus impuestos es Abril 15, 2025. estamos aqui para ayudar. Llame a hacer su cita.



(909) 391-2998

SERVICES

payroll



[call to schedule](#)

Immigration



[call to schedule](#)

Divorce



[call to schedule](#)

Taxes



[call to schedule](#)

BY
APRIL
15

CALL TO BOOK
(909) 391-2998

Walk-ins welcome

Tax season hrs

Mon-Fri 10:00am-7:30pm

Saturday 10:00am-5:00pm

Sunday appointment only

ask about our available services

- income tax
- immigration
- divorce
- secretarial services
- passport photos
- translations
- payroll
- registration



gabrielsmultiservices@yahoo.com

Newsletter Graphic for E-mail Campaign



PORTFOLIO



Pinterest Pins





TIER 1	TIER 2	TIER 3
10 HRS DATA ENTRY GENERAL ADMIN PROOF READING EMAIL MANAGEMENT INTERNET RESEARCH CALENDAR MANAGEMENT PERSONAL ASSISTANCE INVOICING	15 HRS DATA ENTRY GENERAL ADMIN PROOF READING EMAIL MANAGEMENT INTERNET RESEARCH CALENDAR MANAGEMENT PERSONAL ASSISTANCE INVOICING	20 HRS DATA ENTRY GENERAL ADMIN PROOF READING EMAIL MANAGEMENT INTERNET RESEARCH CALENDAR MANAGEMENT PERSONAL ASSISTANCE INVOICING
\$360	\$540	\$700

HOURLY RATE

Need flexible support without committing to a package?
Ideal for one-time tasks, light admin, or getting a feel for how I work.
Pay-as-you-go, with pro-level results.
2-hour minimum.

\$37/HR

**Book me and get back to
what actually matters.**

(760)269-9985

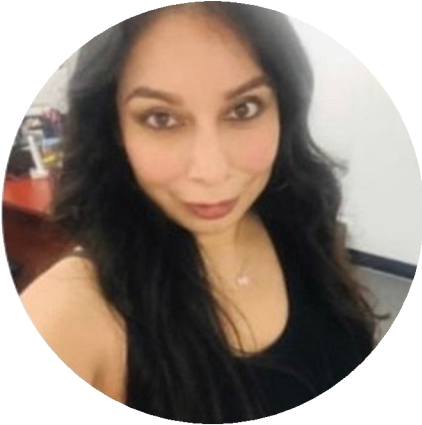
www.gabrielvaservices.com



gabrielvirtualassistant@gmail.com



CHARACTER REFERENCE



"SHE IS VERY RELIABLE AND FINISHES TASKS ON TIME"

LIZZETTE, FOUNDER OF GABRIEL'S MULTISERVICES

"ESMERALDA IS AN EXCEPTIONALLY ORGANIZED INDIVIDUAL WHO APPROACHES EVERY TASK WITH EFFICIENCY AND ATTENTION TO DETAIL. SHE HAS A REMARKABLE ABILITY TO MANAGE HER TIME EFFECTIVELY, ENSURING THAT DEADLINES ARE MET WITHOUT COMPROMISING THE QUALITY OF HER WORK. HER STRONG ORGANIZATIONAL SKILLS MAKE HER A RELIABLE AND DEPENDABLE PERSON IN ANY SETTING."



ALEXA,ROSS ASSISTANT BUYER



"SHE IS REALLY HELPFUL AND I FEEL CONFIDENT WHEN I HAND TASKS OVER TO HER, KNOWING THAT SHE WILL GET THINGS DONE "

CHRISTIAN, FOUNDER OF REY'S EMBROIDERY MACHINE REPAIR



LET'S DO THIS

READY TO TAKE the next step?

You can reach me here:

Email: gabrielvirtualassistant@gmail.com

if you'd like to schedule a call instead, go ahead and [click here](#) to check out my schedule and see what time works best for you.



If you have any additional questions,
don't hesitate to email me gabrielvirtualassistant@gmail.com