

Social Media
PORTFOLIO

By Nancy James

introducing ABOUT ME

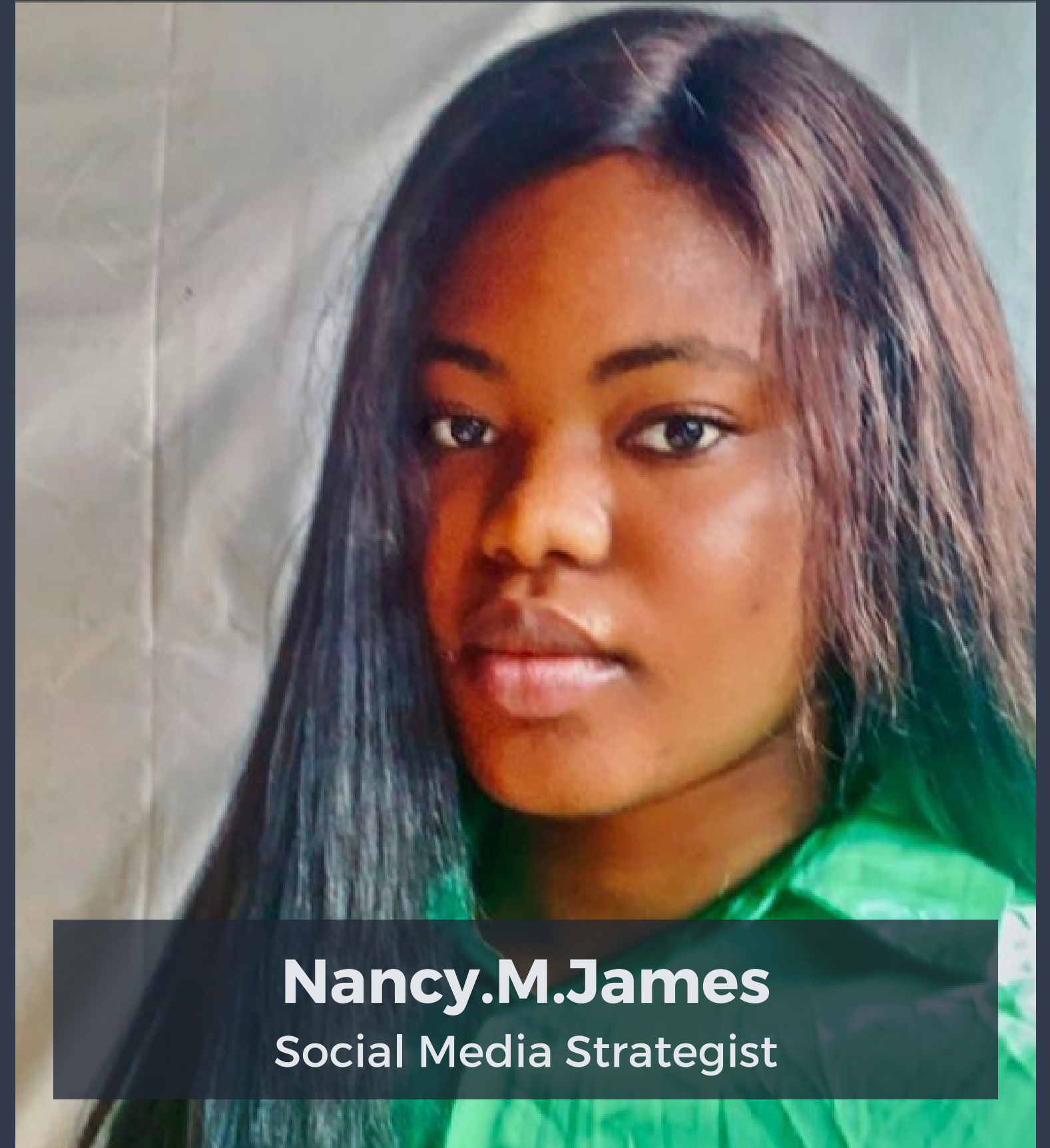
Hi, I'm Nancy James, the proud founder of Cee Virtual Assistant Agency (CVAA). With a strong passion for organization, innovation, and helping businesses grow, I've dedicated my career to providing top-notch virtual assistant services.

My journey in the virtual assistance industry began with a vision—to help busy professionals and entrepreneurs focus on what they do best while I handle the rest. Over the years, I've honed my skills in social media strategy And Management, content creation, lead generation, and project management, enabling businesses to elevate their operations and achieve their goals.

At CVAA, I lead a team of dedicated professionals who share my commitment to delivering exceptional results. I pride myself on building meaningful relationships with clients, understanding their unique needs, and creating customized solutions to support their success.

When I'm not strategizing or managing projects, I enjoy [add a personal hobby or interest], which fuels my creativity and keeps me inspired.

Let's connect and explore how CVAA can help you unlock your business's full potential.



Nancy.M.James
Social Media Strategist

ACHIEVEMENTS

Social Media Award

I recieved the Best social media strategist award in 2024 after successfully upscaling loliverse brand on lg achieving within a duration of 3 month .

From managing high-impact social media campaigns that increased engagement to generating quality leads that converted into long-term business partnerships, my efforts consistently deliver tangible results.

Jonmaco Technology g

I took The Jonmaco Technology brand from 0 to 5k followers in 2 months and I developed strategies that helped them achieve a revenue of \$250k in 2024.



VISION

Imagine a world where you have more time to focus on your core business, your big ideas, and the goals that truly matter. At CVAA, we’re here to turn that vision into reality.

Picture this:

Your operations run smoothly because every administrative detail is handled efficiently and seamlessly.

Your social media platforms don’t just exist—they thrive, engaging your audience and growing your brand effortlessly.

Your leads turn into loyal customers, and your business grows without the overwhelming pressure of managing every task alone.

This is the vision we create for our clients. With our expertise in executive support, social media management, and lead generation, we provide the tools and strategies you need to work smarter, not harder.

At CVAA, we don’t just work for you—we work with you, empowering your success every step of the way.

Let’s make your vision a reality together.

MISSION

At Cee Virtual Assistant Agency our mission is to empower brands and businesses with the tools and expertise to thrive in the digital era through exceptional social media marketing and management.



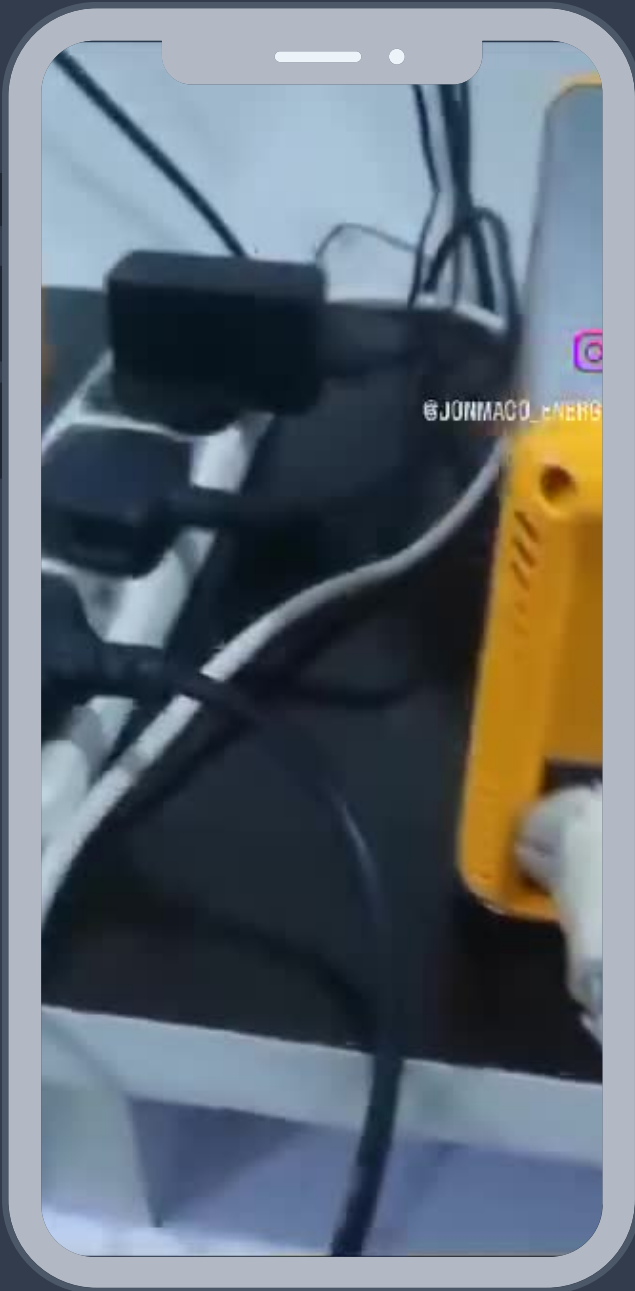
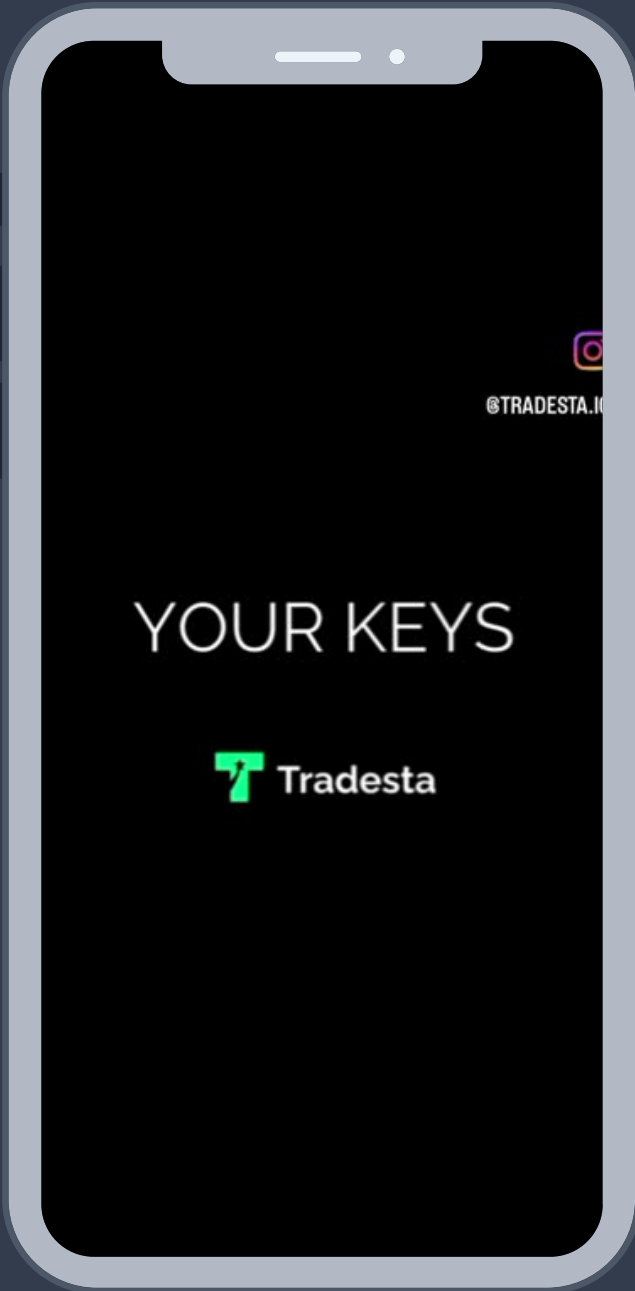
MY CLIENTS

1	2	3	4		
JONMACO TECHNOLOGY Jonmaco Technology specializes in innovative Solar solutions for businesses. For them, I: Developed a cohesive social media strategy to boost online presence. Created engaging content that highlighted their products and services, increasing engagement by 75%. Managed their social media accounts, ensuring consistent branding and timely updates. Through these efforts, I helped Jonmaco Technology enhance their digital visibility Sales and attract new clients.	LOLIVERSE Loliverse is a creative personal brand that brings unique ideas to life through digital and media. For them, I: Designed and implemented social media engagement that aligned with their brand vision. Increased their follower base by 50% through targeted posting strategies. Provided content creation services that resonated with their target audience.	TRADESTA.IO Tradesta.io is a web 3 startup revolutionizing digital trading. For them, I: Streamlined their content marketing efforts to educate and engage their audience. Built a strong social media presence, positioning them as thought leaders in the industry. Implemented lead-generation strategies that drove more traffic to their platform. These efforts helped Tradesta.io achieve better market penetration and client conversions	MOONS VIRTUAL ASSISTANT AGENCY Moon virtual assistant services. For them, I: Provided strategic social media management, ensuring their services reached the right audience. Designed creative and visually appealing posts that showcased their expertise. Helped increase their client inquiries by 45% through consistent engagement. By working with Moons Virtual Assistant, I supported their efforts to grow their client base and establish credibility.		

MY CLIENTS

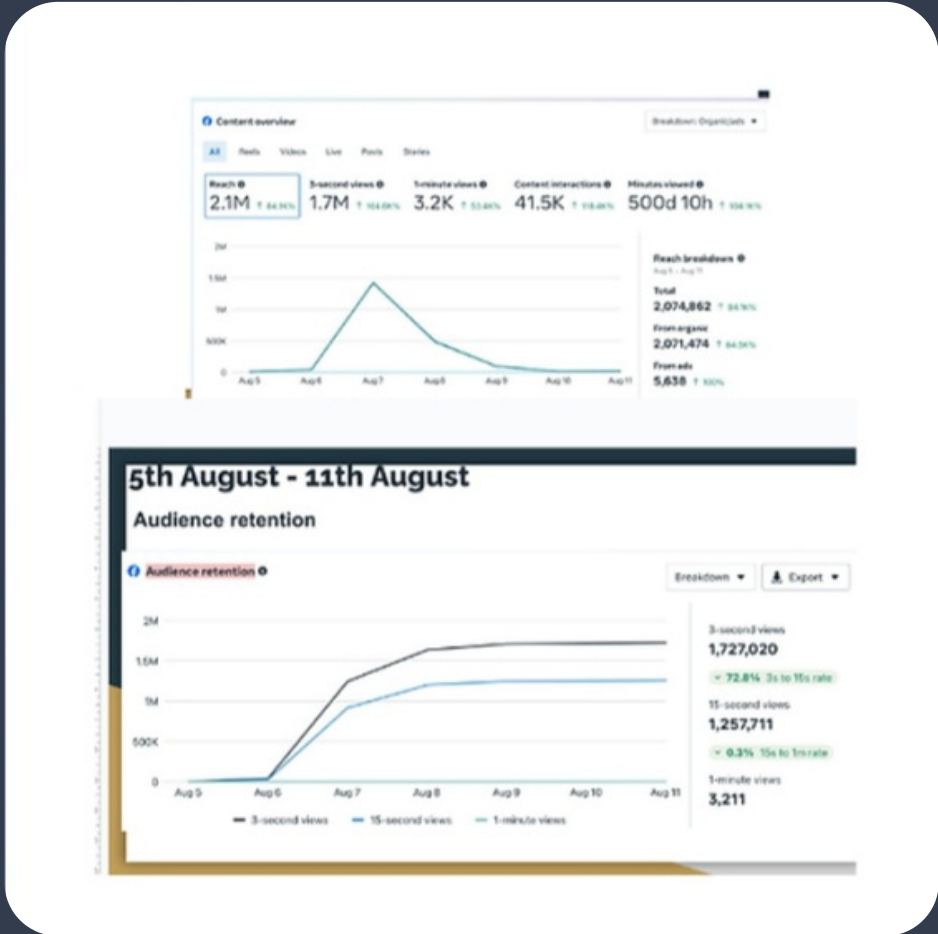


RECENT CLIENTS & PROJECTS



CLIENT RESULTS

Here are some of the results from my client's social pages. The analytics show that they witness tremendous growth in engagement,reach as desired.



34,421

82

75

14

Sharing to groups may increase the chances that your video is seen by 53% on average

Share this top-performing video to a group to connect with a specific audience.

Share to group

Overview

Reach

27,627

Post reactions, comments and shares

171

Total clicks

3,206

Price update: N170,000...

Jonmaco Energy · Original audio · Public

18 February 2024, 06:52 · Duration 00:20

335,612

1,975

1,209

258

Sharing to groups may increase the chances that your reel is seen by 53% on average

Share this top-performing reel to a group to connect with a specific audience.

Share to group

Overview

33,500

Paid Setting

46.48s

Data since post time: Aug 11, 2023 6:24 PM

174K

12K

174

1,198

6,752

The data was updated on 8/25/2023.

Total Play Time

978h:0m:32s

+3.1h (vs 1d ago)

Average Watch Time

19.7s

+0.1s (vs 1d ago)

Watched full video

10.45%

+0.01% (vs 1d ago)

New followers

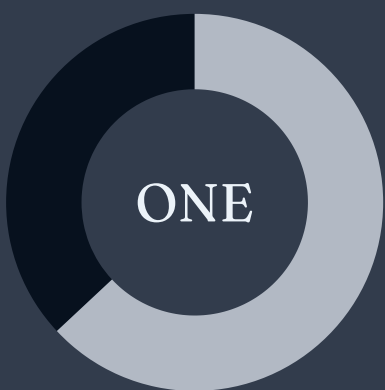
5,736

+5,720 (vs 1d ago)

Video views

PROJECT / TIMELINE

STRATEGY &
AUDIT



This stage involves us going over the previous activities of your social media and how we can improve. I get to understand your goals and suggest the kind of content to help us reach there.

CONTENT
PLANNING



In this stage, I will use the information you have provided to plan the type of content we'll be putting out. And also plot each content type on the content calendar.

CONTENT
CREATION



In this stage, you will send me pictures and videos that you have taken for your products or service if your package includes content creation. And I will make the necessary edits.

CLIENT
APPROVAL



Here, you will go through the content I have created and shared with you via Google Drive. You also get to have a visual representation via the moodboard.

POSTING



This is the fun stage! Once I get your approval, I will post based on our strategy and content calendar and schedule out the content from the first and second stage.

HERE ARE MY SOCIAL MEDIA MANAGEMENT PROFILES

LET'S WORK TOGETHER!

Use any of the following links to reach out to me.

BOOK A FREE 30 MIN DISCOVERY CALL HERE

EMAIL: CEEVIRTUALASSISTANTAGENCY@GMAIL.COM

INSTAGRAM: @ceevirtualassistantagency

FACEBOOK: @Cee Virtual Assistant Agency

i look forward to speaking with you.