

PORTFOLIO



SZOFIA OLAH

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WHO I AM

HI, I'M SOPHIE, I AM PASSIONATE ABOUT KEEPING THING ORGANIZED AND CELAR. WITH MY ABILITY TO PRIORITIZE TASKS AND PROBLEM-SOLVING, MY GOAL IS TO HELP BUSY PROFESSIONALS SAVE TIME AND FOCUS.

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WHAT I BRING TO THE TABLE

DURING MY 5 YEARS AT A MULTINATIONAL COMPANY, I DEVELOPED A STRONG PASSION FOR ORGANIZATION, STRUCTURE, AND EFFICIENCY. I LEARNED HOW TO MANAGE COMPLEX WORKLOADS, COORDINATE BETWEEN TEAMS, AND OPTIMIZE WORKFLOWS SO EVERYDAY OPERATIONS BECAME EASIER, FASTER, AND MORE RELIABLE. OVER TIME, I REALIZED THAT THIS IS NOT ONLY WHAT I'M GOOD AT, BUT ALSO WHAT I TRULY ENJOY DOING.

PERSONAL SKILLS

**CANVA
DESIGN**

**ADMIN &
EXECUTIVE
ASSISTANCE**

**PROJECT
COORDINATION
& OPERATIONS
SUPPORT**



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SERVICES



ADMIN & EXECUTIVE ASSISTANCE

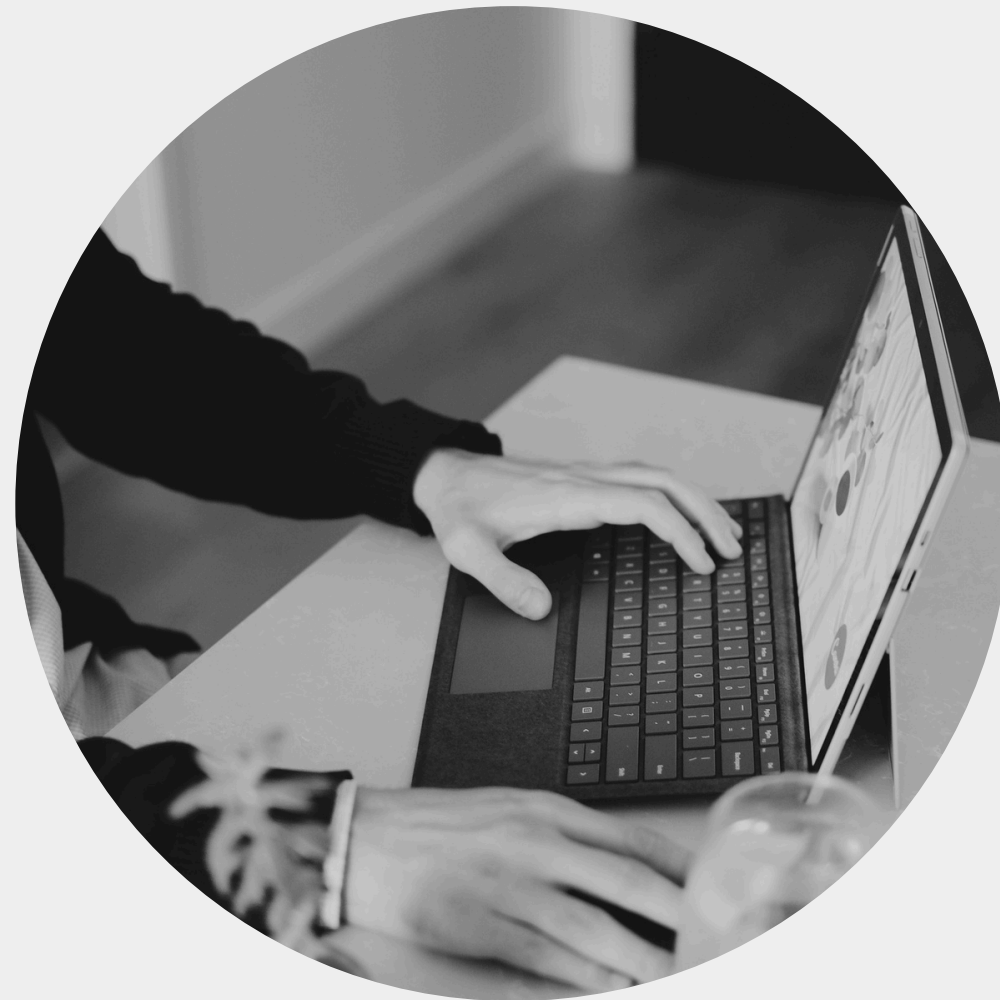
- EMAIL, INBOX MANAGEMENT
- CALENDAR MANAGEMENT, SCHEDULING
- PREPARING REPORTS, DOCUMENTS, AND CONTRACTS
- MEETING NOTES, FOLLOW-UP TRACKING
- COORDINATING BETWEEN VENDORS AND INTERNAL TEAMS
- LIGHT BOOKKEEPING, INVOICE TRACKING
- HR SUPPORT AND RECRUITMENT ASSISTANCE
- UPDATING DATABASES
- BASIC WEBSHOP ADMIN SUPPORT

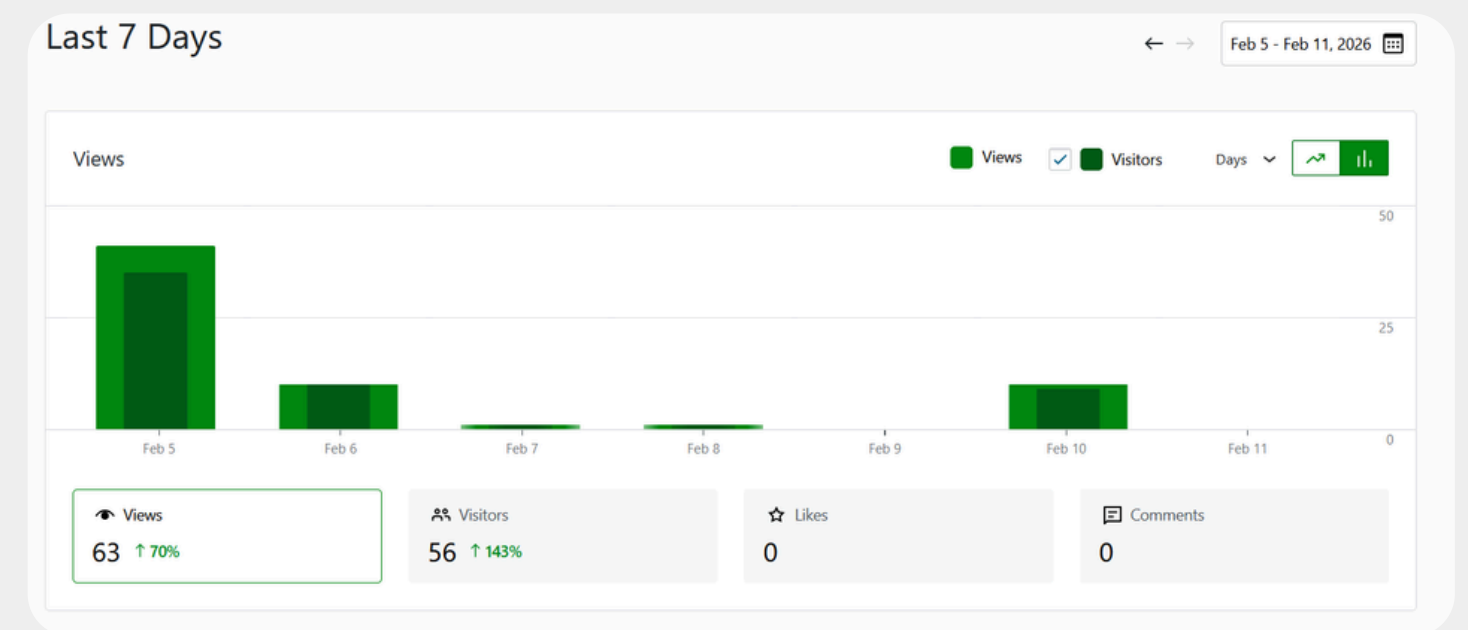
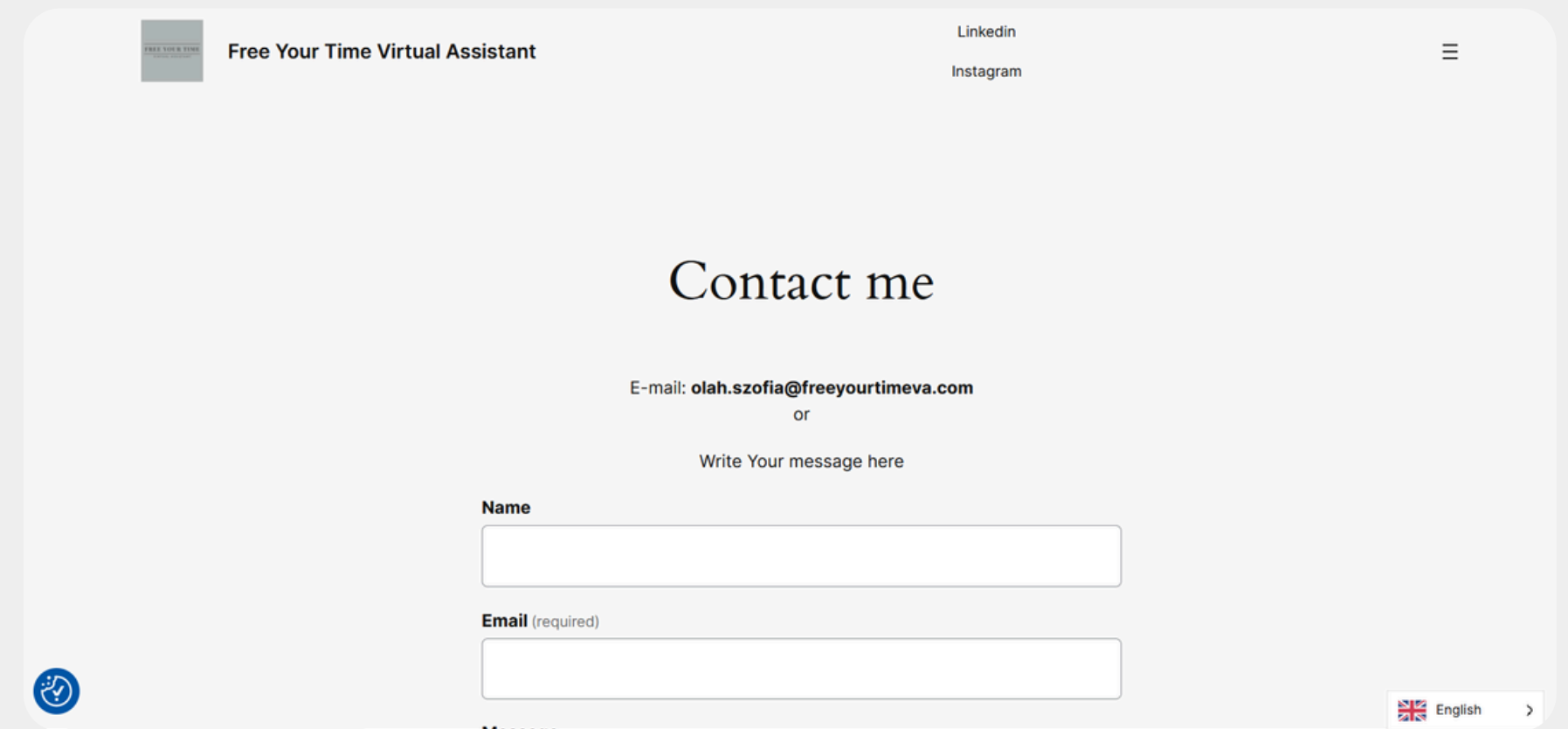
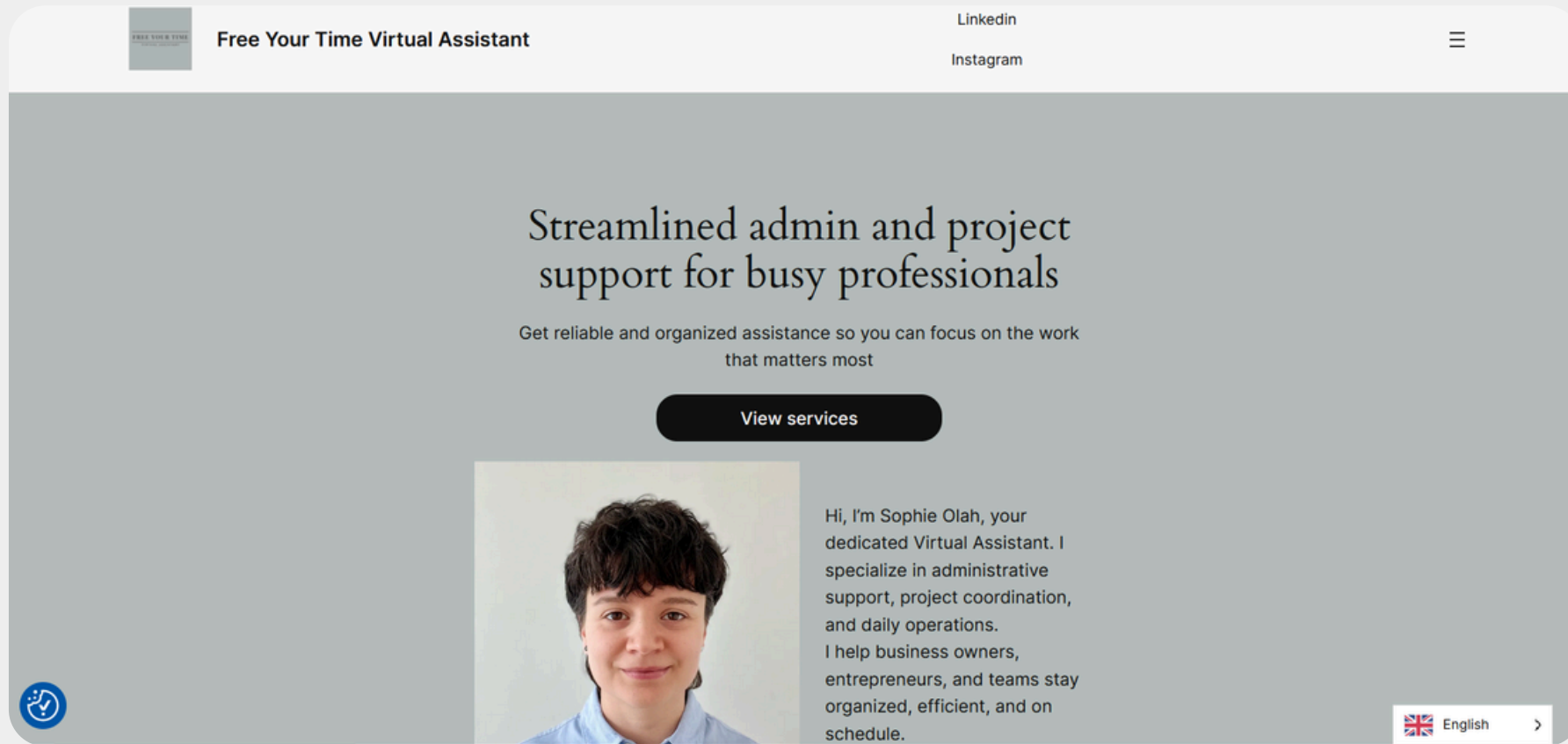
PROJECT COORDINATION & OPERATIONS SUPPORT

- UPDATING PROJECT BOARDS AND TASK LISTS
- TRACKING DEADLINES AND DELIVERABLES
- SENDING REMINDERS AND PROGRESS UPDATES
- COORDINATING SIMPLE WORKFLOWS
- LIGHT TEAM COMMUNICATION
- ORGANIZING DOCUMENTS AND PROJECT FILES
- BASIC WORDPRESS SITE MANAGEMENT (UPDATES, PAGES, PLUG-INS)
- CANVA DESIGN, POST SCHEDULING

PROJECTS

EXAMPLE OF TASKS: WEBSITE ADMIN,
CANVA DESIGN, E-MAIL AUTOMATION,
TASK MANAGEMENT, CALENDAR
MANAGEMENT





WEBSITE ADMIN

I HAVE BUILT MY OWN WEBSITE WITH THE HOMEPAGE AND OTHER PAGES AS WELL USING VARIOUS PLUG-INS. I CAN WORK COMFORTABLY WITH WORDPRESS.

WEBSITE STATISTICS PLUG-IN

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I CAN CREATE YOUR OWN PERSONAL BRAND IMAGE IN CANVA MAKING YOUR SOCIAL MEDIA PLATFORMS CONSISTENT IN COLOURS AND DESIGN.

CANVA DESIGN

Valentine's day flower drying workshop

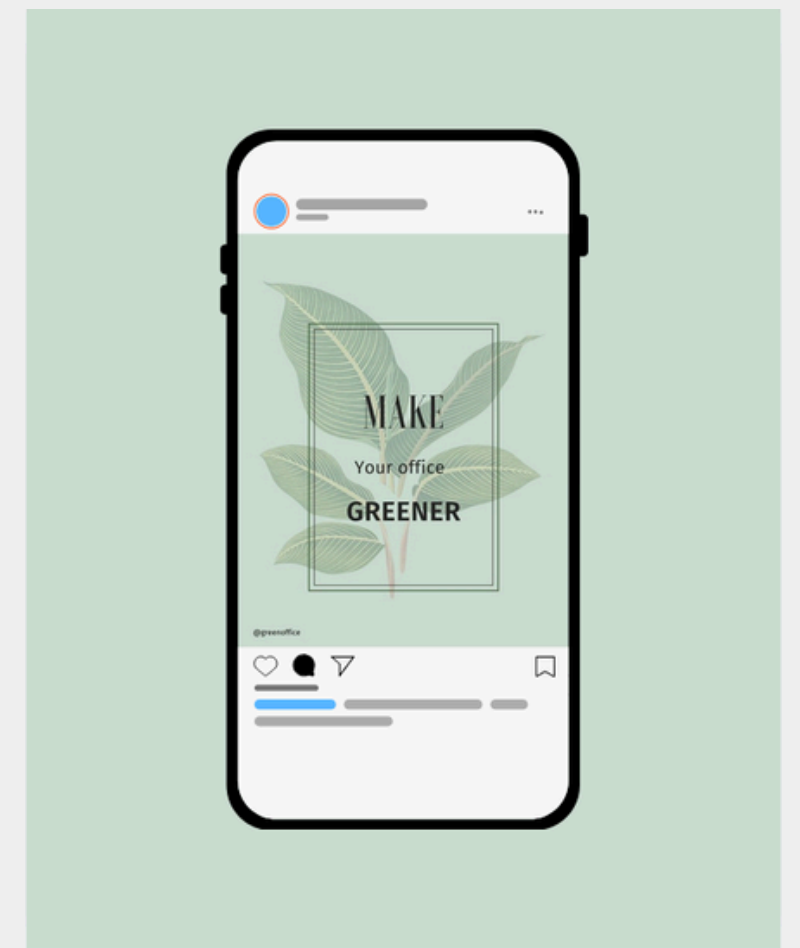
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Make long lasting memory out of a romantic gesture!



LET'S CONNECT



+36 30 930 6474



www.freeyourtimeva.com



olah.szofia@freeyourtimeva.com



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THANK YOU

FOR READING THROUGH MY PORTFOLIO. I HOPE WE
GET TO WORK TOGETHER AND THAT I CAN HELP
YOU KEEP UP WITH ALL THE WORK YOU HAVE TO
DO!