RACHEAL YIBA



EXECUTIVE VIRTUAL ASSISTANT

Reliable Support. Clear Communication. Organized Excellence

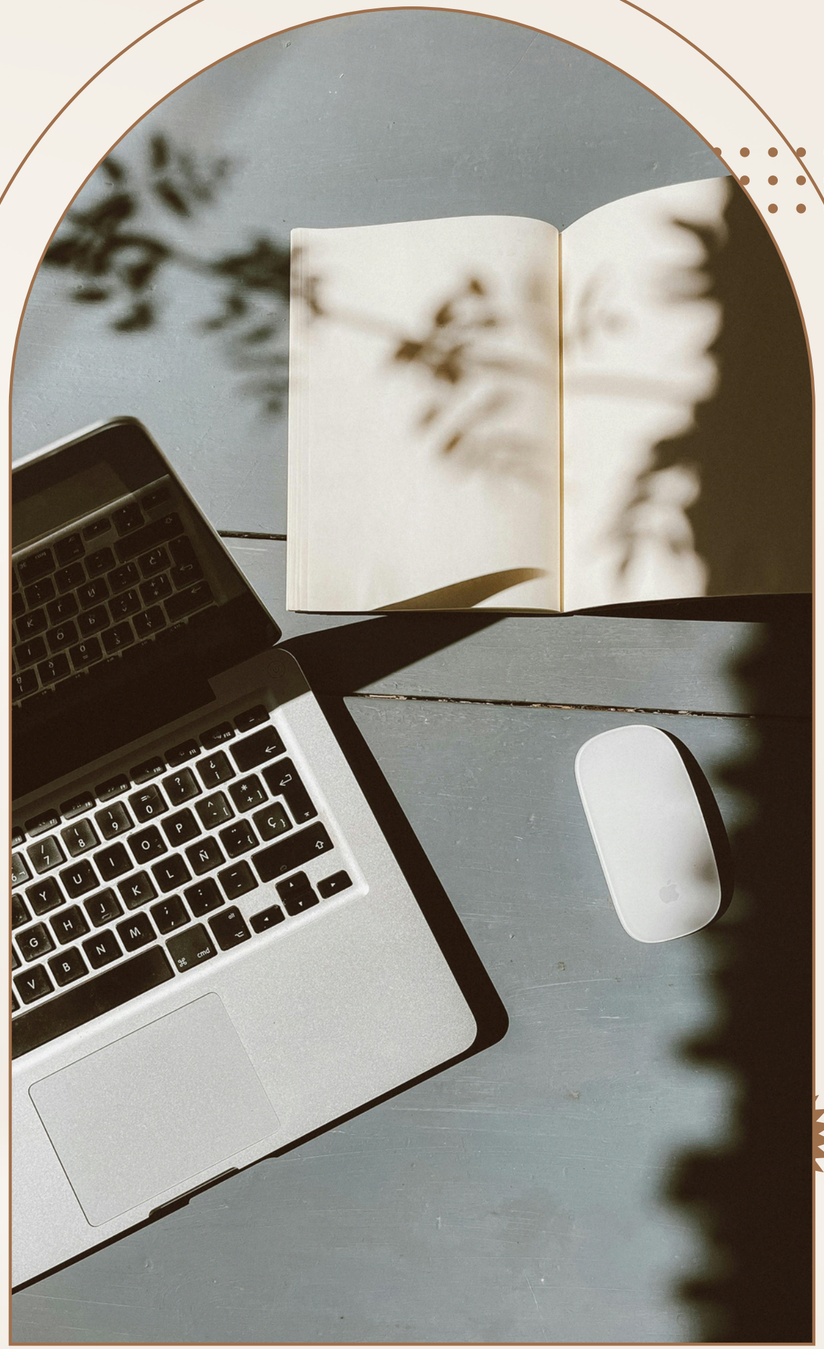
Executive Support | Administrative Coordination | Communications Support

Email: rachealyiba1@gmail.com
Phone: +256778063319
LinkedIn: www.linkedin.com/in/racheal-yiba/

ABOUT ME

I am a detail-oriented and dependable Executive Virtual Assistant with over 13 years of experience in administrative support, communications, and organizational management. I am passionate about helping businesses and professionals stay organized, efficient, and strategically supported through reliable systems.

Bringing structure and deep attention to detail to every task, I thrive in fast-paced environments that require adaptability, strict discretion, and seamless execution. My goal is to deliver high-quality operational support, allowing executives to clear their plates and focus entirely on growth.



HOW I CAN SUPPORT YOU

Executive Support

- Calendar management
- Meeting coordination
- Executive scheduling
- Travel coordination
- Professional correspondence

Administrative Support

- Inbox management
- Data entry
- File organization
- Document formatting
- Administrative coordination

Communication Support

- Professional writing
- Report preparation
- Research assistance
- Client communication
- Social media assistance

Customer & Team Support

- Client follow-ups
- Team coordination
- Inquiry handling
- Relationship management
- Onboarding support

CORE SKILLS

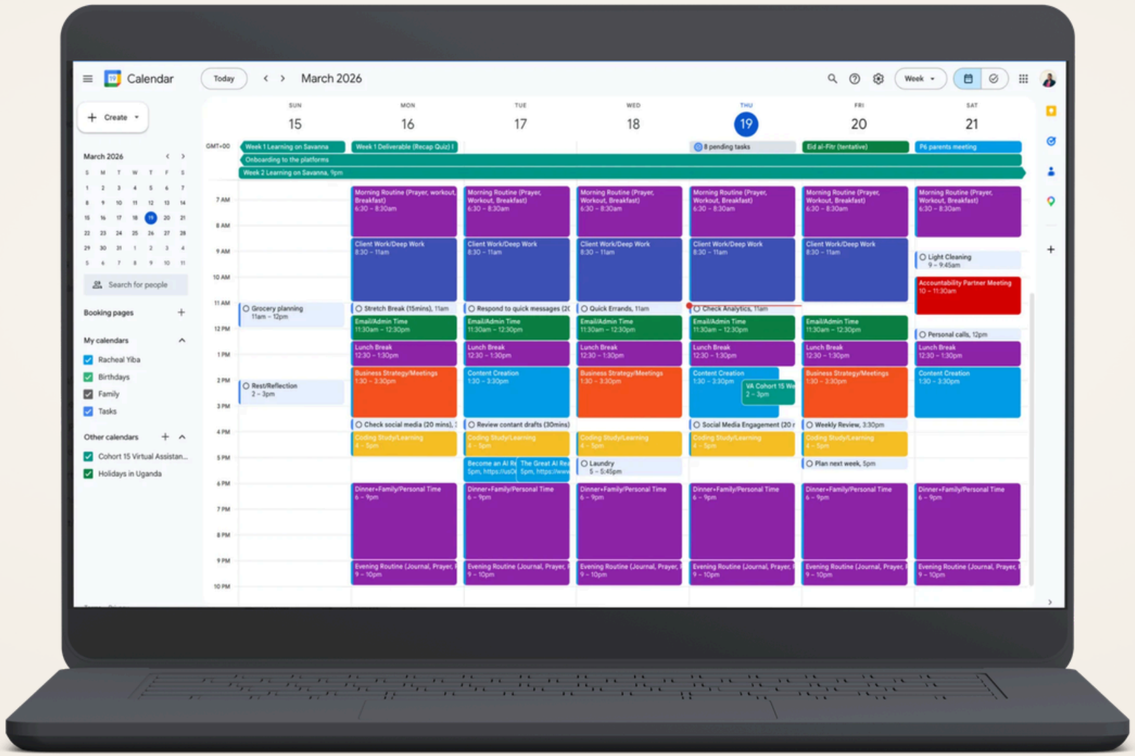
- Executive Support
- Communication
- Organization
- Scheduling
- Calendar Management
- Report Writing
- Team Coordination
- Administrative Support
- Problem Solving
- Attention to Detail
- Research
- Email Management

TOOLS & PLATFORMS

- Google Workspace
- Gmail
- Google Docs
- Google Sheets
- Google Calendar
- Canva
- Zoom
- Microsoft Word
- Microsoft Excel
- ChatGPT
- WhatsApp Business
- AI Tools

EXECUTIVE SUPPORT SAMPLES

Executive Calendar Management



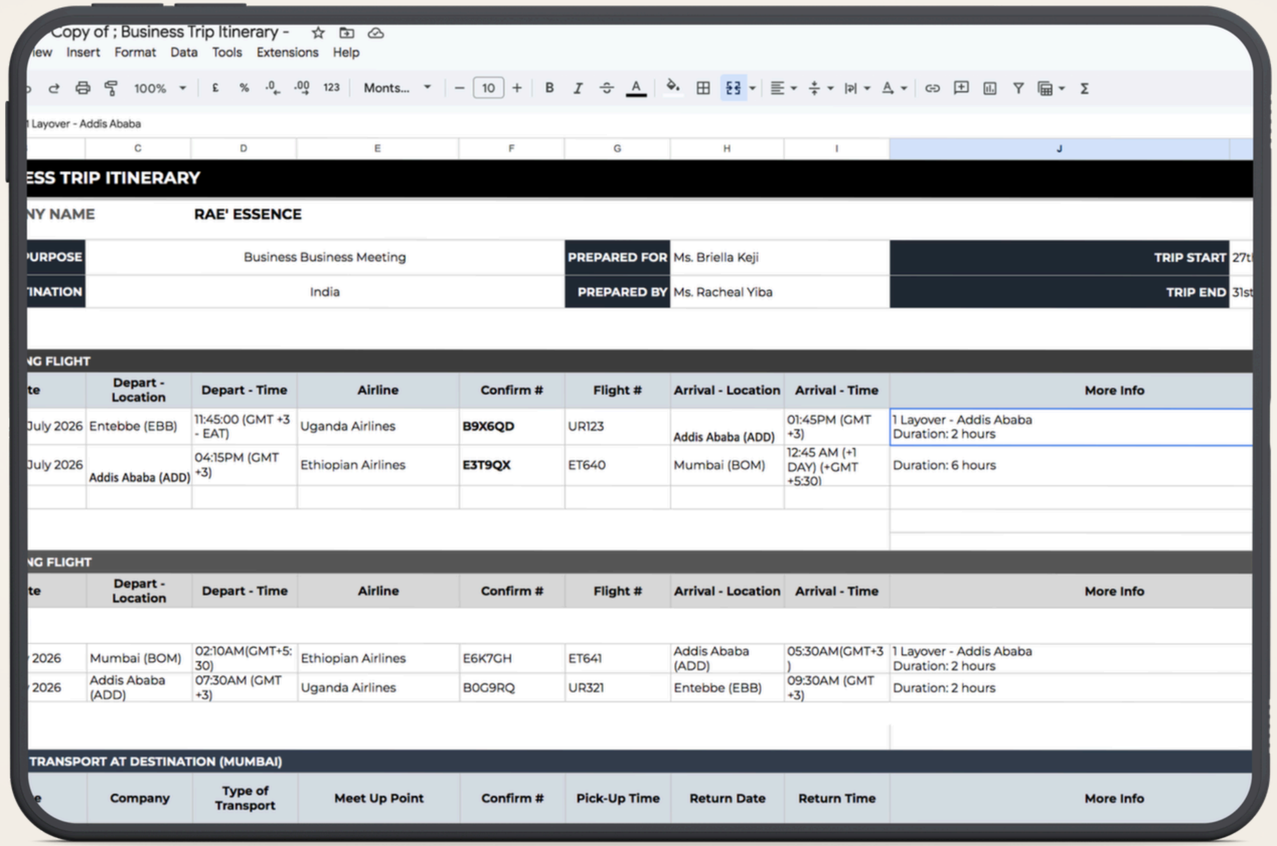
Demonstrated capability in high-level calendar management, utilizing strategic time-blocking and proactive scheduling to protect executive focus and optimize daily efficiency.

Skills Demonstrated

- Scheduling
- Time zone coordination
- Buffer management
- Executive coordination

EXECUTIVE SUPPORT SAMPLES

Executive Travel Coordination & Itinerary Management



Copy of ; Business Trip Itinerary -

File Edit View Insert Format Data Tools Extensions Help

Layover - Addis Ababa

ESS TRIP ITINERARY

NY NAME	**RAE' ESSENCE**				
URPOSE	Business Business Meeting	**PREPARED FOR**	Ms. Briella Keji	**TRIP START**	27t
INATION	India	**PREPARED BY**	Ms. Racheal Yiba	**TRIP END**	31st

NG FLIGHT

te	Depart - Location	Depart - Time	Airline	Confirm #	Flight #	Arrival - Location	Arrival - Time	More Info
July 2026	Entebbe (EBB)	11:45:00 (GMT +3 - EAT)	Uganda Airlines	**B9X6QD**	UR123	**Addis Ababa (ADD)**	01:45PM (GMT +3)	1 Layover - Addis Ababa Duration: 2 hours
July 2026	**Addis Ababa (ADD)**	04:15PM (GMT +3)	Ethiopian Airlines	**E3T9QX**	ET640	Mumbai (BOM)	12:45 AM (+1 DAY) (+GMT +5:30)	Duration: 6 hours

NG FLIGHT

te	Depart - Location	Depart - Time	Airline	Confirm #	Flight #	Arrival - Location	Arrival - Time	More Info
2026	Mumbai (BOM)	02:10AM(GMT+5:30)	Ethiopian Airlines	E6K7GH	ET641	Addis Ababa (ADD)	05:30AM(GMT+3)	1 Layover - Addis Ababa Duration: 2 hours
2026	Addis Ababa (ADD)	07:30AM (GMT +3)	Uganda Airlines	B0C9RQ	UR321	Entebbe (EBB)	09:30AM (GMT +3)	Duration: 2 hours

TRANSPORT AT DESTINATION (MUMBAI)

e	Company	Type of Transport	Meet Up Point	Confirm #	Pick-Up Time	Return Date	Return Time	More Info

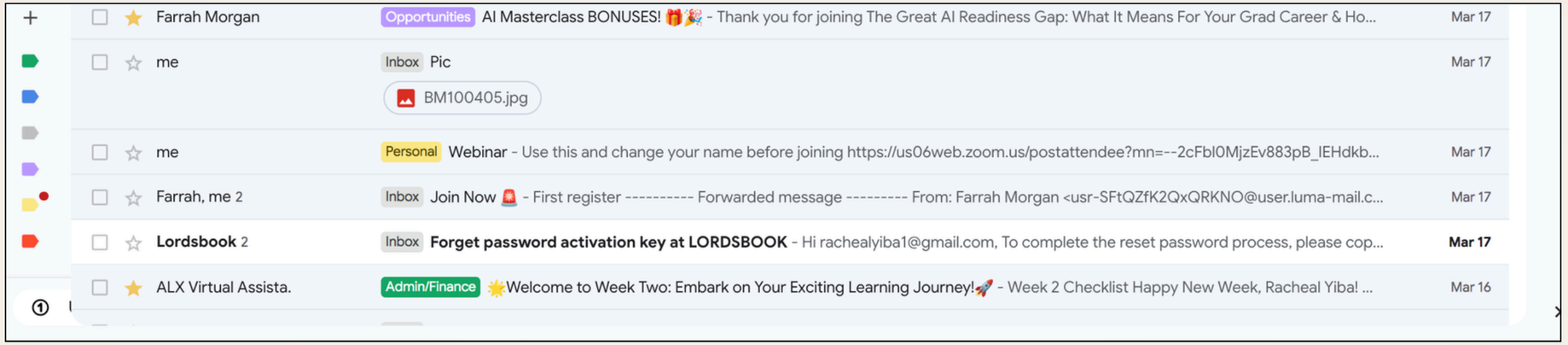
Coordinated executive travel planning and itinerary organization to support efficient scheduling, logistical coordination, and seamless travel management.

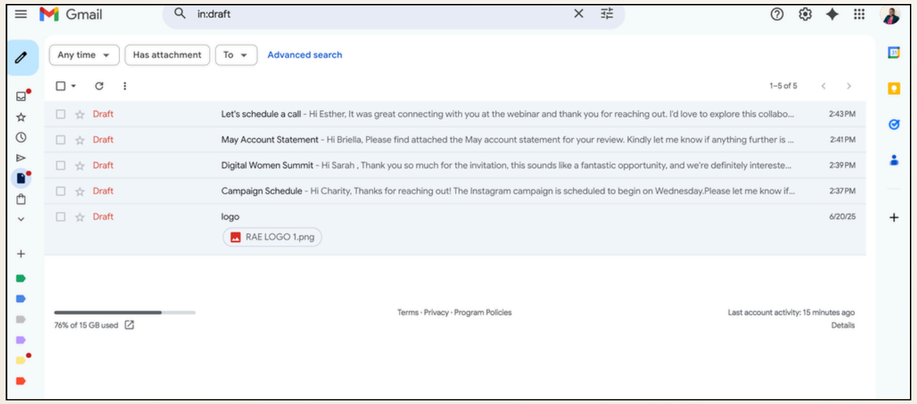
Skills Demonstrated

- Travel coordination
- Logistical planning
- Attention to detail
- Vendor correspondence

EXECUTIVE SUPPORT SAMPLES

Executive Email Coordination







Streamlined professional communication workflows through organized inbox management, email coordination, and communication prioritization to maintain efficient executive operations

Skills Demonstrated

- Email management
- Communication
- Organization
- Administrative support

COMMUNICATION & CONTENT SUPPORT

Clear, Professional communication that keeps teams informed, aligned, and productive

Meeting Agenda Preparation



Meeting Agenda: Raé Essence

DATE	LOCATION
4/13/26	Click here to join the meeting.

MEETING TITLE	START TIME	END TIME
Fundraising Planning Sync 0758966965	02:00 PM (GMT)	02:40 PM (GMT)

FACILITATOR

ATTENDEES

CEO (Team Lead) Briella Skylar	Head of Catering Elizabeth Kay	Head of Corporate Affairs Isaac Keys	Head of Tech and Audio-Visual Sara Keisha
Head of Operations Essie Lulu	Finance Manager Steve Tom	Virtual Assistant (to take notes) Grace Bassey	Head of Marketing Abe Due

AGENDA

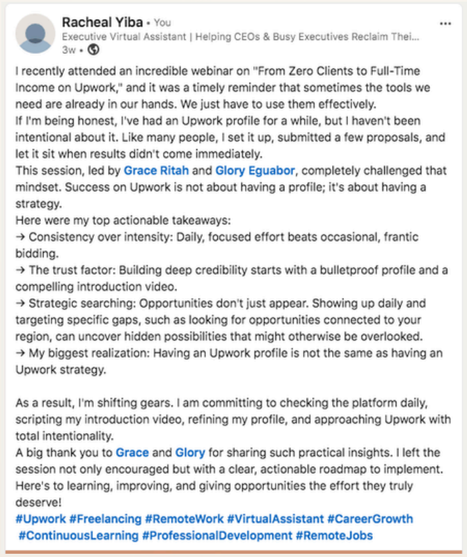
AGENDA ITEM	PRESENTER	START TIME	DURATION
Opening Remarks	Briella Skyla (CEO)	02:00 PM	0:02
Previous Meeting Action Items Update	Briella Skyla (CEO)	02:02 PM	0:10
Update by Head of Catering	Elizabeth Kay	02:12 PM	0:05
Update by Head of Tech and Audio-Visual	Sara Keisha	02:17 PM	0:05
Update by Finance Manager	Steve Tom	02:22 PM	0:05
Update by Head of Operations	Essie Lulu	02:27 PM	0:05
Any other Business (AOB)	Open Discussion	02:32 PM	0:05
Closing Remarks	Briella Skyla (CEO)	02:37 PM	0:03

TASKS ASSIGNMENT

TASKS	ASSIGNED TO	DEADLINES
Search my Drive to write about...		
Provide detailed even budget breakdown	Steve Tom	April 30, 2026

Creating structured meeting agendas that help ensure discussions remain focused, productive, and action-oriented

LinkedIn Content / Professional Writing



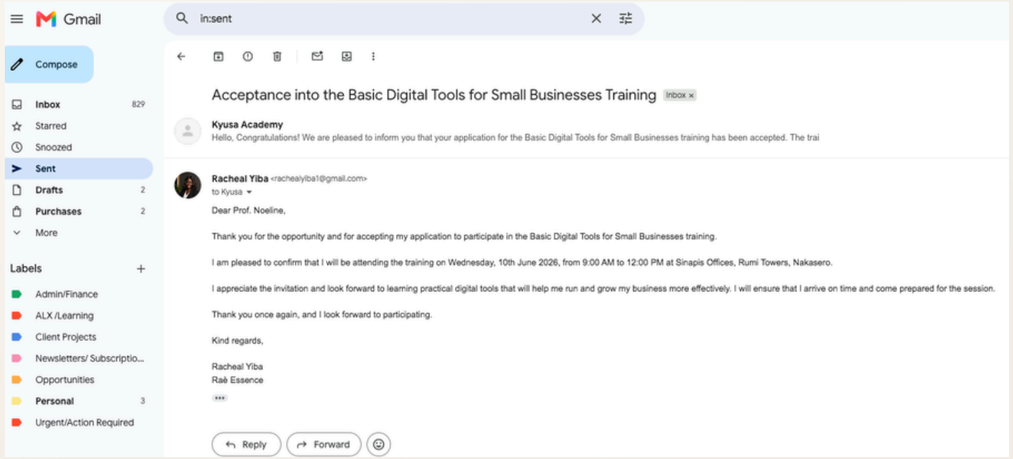
Racheal Yiba • You
Executive Virtual Assistant | Helping CEOs & Busy Executives Reclaim Thei...
3w •

I recently attended an incredible webinar on "From Zero Clients to Full-Time Income on Upwork," and it was a timely reminder that sometimes the tools we need are already in our hands. We just have to use them effectively.
If I'm being honest, I've had an Upwork profile for a while, but I haven't been intentional about it. Like many people, I set it up, submitted a few proposals, and let it sit when results didn't come immediately.
This session, led by Grace Ritah and Glory Eguabor, completely challenged that mindset. Success on Upwork is not about having a profile; it's about having a strategy.
Here were my top actionable takeaways:
→ Consistency over intensity: Daily, focused effort beats occasional, frantic bidding.
→ The trust factor: Building deep credibility starts with a bulletproof profile and a compelling introduction video.
→ Strategic searching: Opportunities don't just appear. Showing up daily and targeting specific gaps, such as looking for opportunities connected to your region, can uncover hidden possibilities that might otherwise be overlooked.
→ My biggest realization: Having an Upwork profile is not the same as having an Upwork strategy.

As a result, I'm shifting gears. I am committing to checking the platform daily, scripting my introduction video, refining my profile, and approaching Upwork with total intentionality.
A big thank you to Grace and Glory for sharing such practical insights. I left the session not only encouraged but with a clear, actionable roadmap to implement. Here's to learning, improving, and giving opportunities the effort they truly deserve!
#Upwork #Freelancing #RemoteWork #VirtualAssistant #CareerGrowth #ContinuousLearning #ProfessionalDevelopment #RemoteJobs

Developing professional content that informs, engages, and encourages meaningful conversations

Professional Email Communication



Gmail

in:sent

Compose

Inbox 829
Starred
Snoozed
Sent
Drafts 2
Purchases 2
More

Labels
Admin/Finance
ALX /Learning
Client Projects
Newsletters/ Subscriptio...
Opportunities
Personal 3
Urgent/Action Required

Acceptance into the Basic Digital Tools for Small Businesses Training Inbox ×

Kyusa Academy
Hello, Congratulations! We are pleased to inform you that your application for the Basic Digital Tools for Small Businesses training has been accepted. The trai

Racheal Yiba <rachealyiba1@gmail.com>
to Kyusa

Dear Prof. Noeline,

Thank you for the opportunity and for accepting my application to participate in the Basic Digital Tools for Small Businesses training.

I am pleased to confirm that I will be attending the training on Wednesday, 10th June 2026, from 9:00 AM to 12:00 PM at Sinapis Offices, Rumi Towers, Nakasero.

I appreciate the invitation and look forward to learning practical digital tools that will help me run and grow my business more effectively. I will ensure that I arrive on time and come prepared for the session.

Thank you once again, and I look forward to participating.

Kind regards,

Racheal Yiba
Raé Essence

Reply Forward

Drafting clear and professional correspondence to facilitate effective communication and coordination

WHAT OTHERS SAY & WHAT I DELIVER

Professional Strengths

- Executive & Administrative Support
- Calendar, Travel & Meeting Coordination
- Professional Communication
- Documentation & Reporting
- Stakeholder Management
- Attention to Detail & Confidentiality
- Organization & Time Management
- Remote collaboration

I am committed to providing dependable, detail oriented support that helps leaders stay organized, productive, and focused on their priorities

Recommendation

Racheal is a proactive, detail-oriented professional who takes pride in her work and consistently delivers excellent results. She is well-organized, efficient, and able to handle multiple responsibilities with ease.

Omiesam Monnie
Executive Virtual Assistant | Customer Success Professional

LET'S WORK TOGETHER

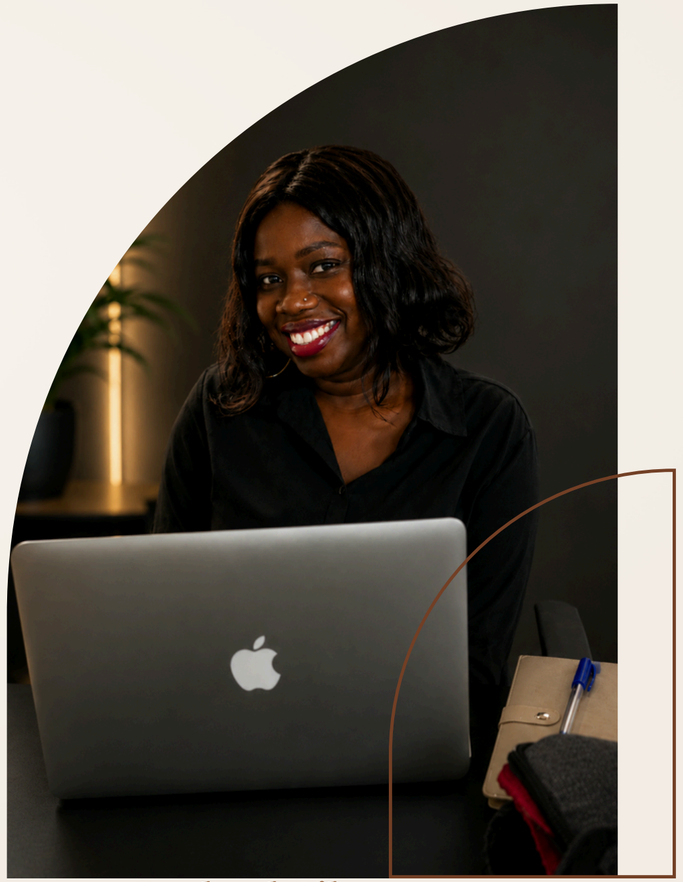
Reliable Support. Clear Communication. Purposeful Results

I help busy professionals, executives, and growing organizations stay organized, streamline operations, and communicate effectively so they can focus on what matters most.

GET IN TOUCH

Email: rachealyiba1@gmail.com
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Portfolio: rachealyiba.lovable.app
Location: Kampala, Uganda

Behind every productive leader is dependable support. I look forward to helping you achieve more



Racheal Yiba
Executive Virtual Assistant | Virtual Assistant | Administrative &Communications Professional