

Okhogbe Goodnews

Virtual Assistant

Hi there!

My name is Goodnews Okhogbe, an efficient Virtual Assistant, adept at managing emails, files, schedules, projects, and travel planning. I'm proficient in premium tools such as Google Workspace, Microsoft Office, Zoom, Calendly, Trello, Canva and lots more.



Project Management on Trello

The screenshot shows a mobile browser view of a Trello board. The address bar displays the URL: `trello.com/b/OVoPwVff/okhogbe-family-vacation-planning`. The Trello interface includes a top navigation bar with the Trello logo, 'Workspaces', 'More', a '+', a blue badge for '8 days left', a search bar, and a 'GO' button. Below this, the board title 'Okhogbe family vacation planning' is visible along with icons for favorites, members, and board settings. The board itself is organized into three columns: 'To do', 'Doing', and 'Done'. Each column contains task cards. The 'To do' column has four cards: 'Plan daily activities and excursions', 'Arrange travel insurance', 'Confirm all bookings', and 'Plan a back up itinerary in case of'. The 'Doing' column has two cards: 'Research travel options (flight, train etc)' and 'Book accommodations'. The 'Done' column has one card: 'Create a packing list for each family member'. A card in the 'Done' column is also marked with a date 'Nov 26 - Nov 27' and a 'GO' button. Each column has an 'Add a card' button at the bottom.

12:56 AM

0.00 K/S 4G 4G 82

trello.com/b/OVoPwVff/okhogbe-family-vacation-planning

Trello Workspaces More + 8 days left Search GO

Okhogbe family vacation planning Board Filters GO Share

To do

- Plan daily activities and excursions
- Arrange travel insurance
- Confirm all bookings
- Plan a back up itinerary in case of

+ Add a card

Doing

- Research travel options (flight, train etc)
- Book accommodations

+ Add a card

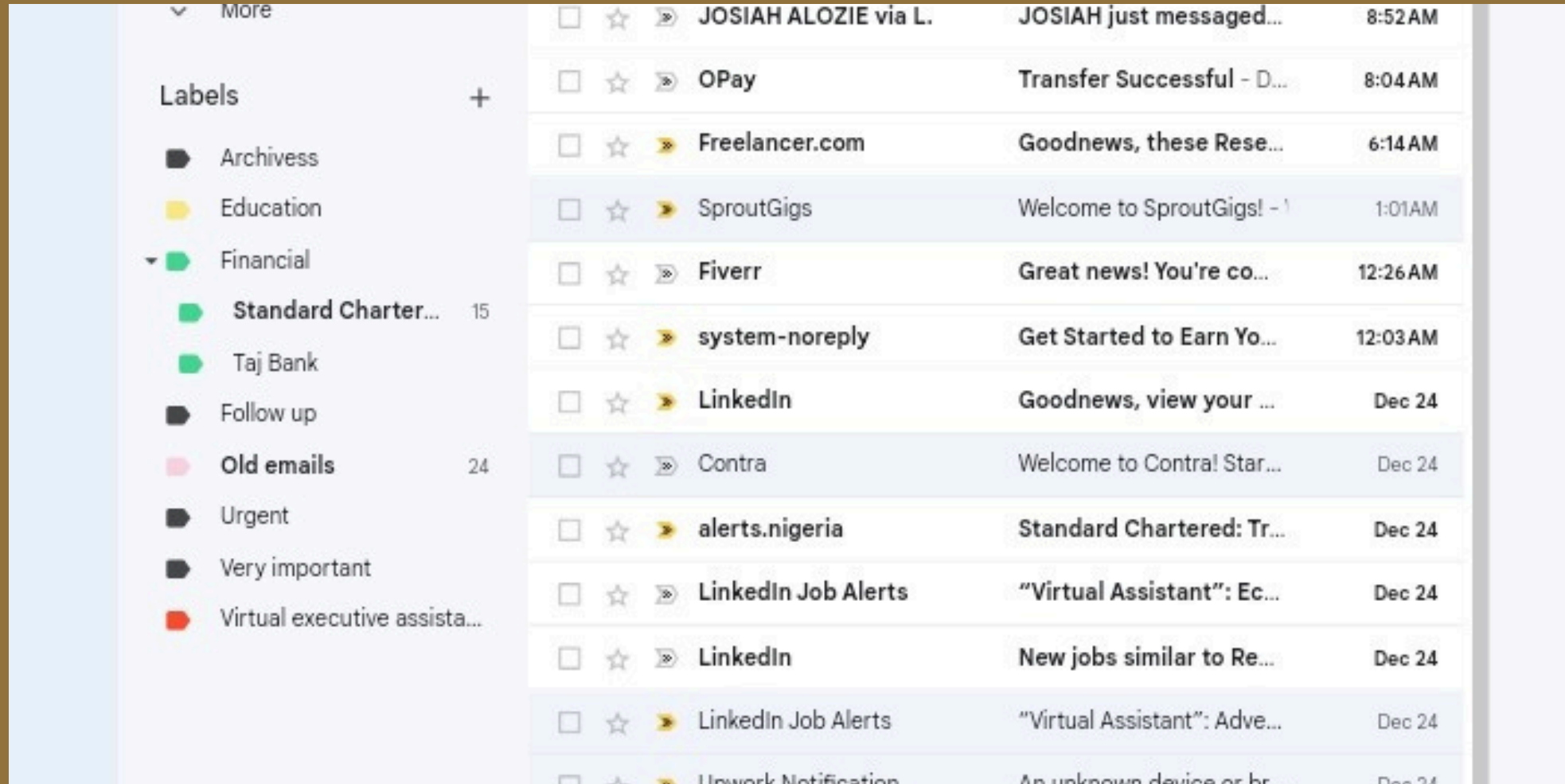
Done

- Create a packing list for each family member
- Choose a destination
Nov 26 - Nov 27 GO

+ Add a card

+ Add another

Email Management




Managing emails, and setting up automations

Travel Planning

Flight booking, accommodation and restaurant reservation, car hire services

Your trip



Departing flight

Monday, January 13, 2025

4:30 PM New York (JFK)	AIRFRANCE
5:45 AM Paris (CDG)	AF0001

Standard
Seats: New York - Paris 49A, 49B, 50A
Meals: Baby meal
Options: insurance - 1 Concierge service
Ticket: changeable* - non-refundable*

Return flight

Friday, January 31, 2025


1:30 PM Paris (CDG)	AIRFRANCE
4:10 PM New York (JFK)	AF0006


Standard
Seats: Paris - New York 30A, 30B, 30C
Options: insurance - 3 Lounge access
Ticket: changeable* - non-refundable*

Trip duration: 18 days

[View my trip details](#) **Total price for 4 passengers USD 2,881.43**

* You can find more information by clicking "View my trip details"

Choose a payment method: 

Credit cards no fee 

Total price **USD 2,881.43**

Once your payment has been confirmed, we will send you:

- your booking confirmation e-mail
- your ticket

I have read and accept the [Legal information](#), [General Conditions of Carriage](#), [Special conditions](#) and the [Fare Conditions](#).
 I accept the [Conditions for Seats](#). I accept the [Conditions for Lounge](#). I accept the [Conditions for Meals](#). I accept the [Terms and conditions for the Concierge service](#).

Feedback

Calendar Management

Creating events, appointment booking
and scheduling





Let's Get Started
Immediately! Reach me
via email
okhogbegoodnews@gmail.com