A.J. PREMIER
STAFFING

VIRTUAL ASSISTANT

NAH'KERA MANUEL

Administrative • Recruiting • Operations Support
For growing busniesses.

LET'S GET STARTED

BOOK YOUR DISCOVERY CALL INQUIRE NOW

About me

NAH'KERA MANUEL

I am the owner of A.J. Premier Staffing where we provide reliable virtual administrative, recruiting, and operations support to help businesses stay organized and focused on growth.
From managing inboxes and calendars to coordinating candidates, maintaining spreadsheets, supporting onboarding, and managing client and vendor communication, I handle the behind-the-scenes details that keep business operations moving.
My goal is simple: to give business owners dependable support without adding another full-time employee to their team.

Reliable support. Clear communication.
Organized systems.

View My Services

Services I Offer

INBOX & CALENDAR MANAGEMENT

- Email organization
- Prioritization
- Scheduling
- Appointment coordination

RECRUITING COORDINATION

- Candidate tracking
- Communication
- Interview scheduling
- Follow-ups.

DATA & EXCEL REPORTING

- Data entry
- Reporting
- Tracking
- Spreadsheet management.

ONBOARDING ADMINISTRATION

- New hire documentation
- Document management
- Onboarding coordination

CLIENT COORDINATION

- Professional communication
- Follow-ups
- Client relationship support.

ADMINISTRATION SUPPORT

- Task management
- Workflow management
- Document preparation
- Day-to-day administrative support systems.

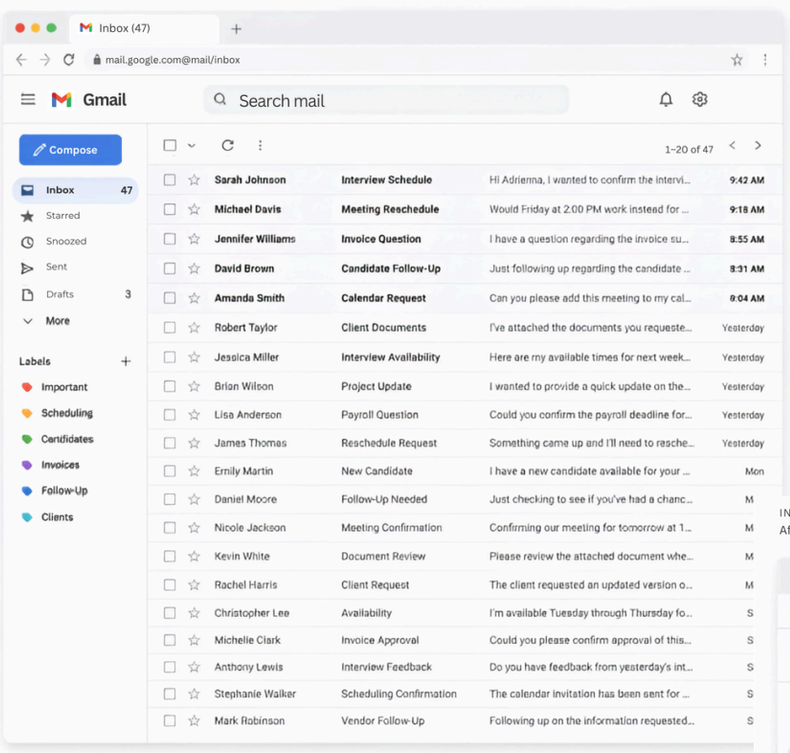
A.J. PREMIER
STAFFING

Sample Works

A GLIMPSE INTO MY SAMPLE PROJECTS(LINKS PROVIDED)

INBOX & CALENDAR MANAGEMENT

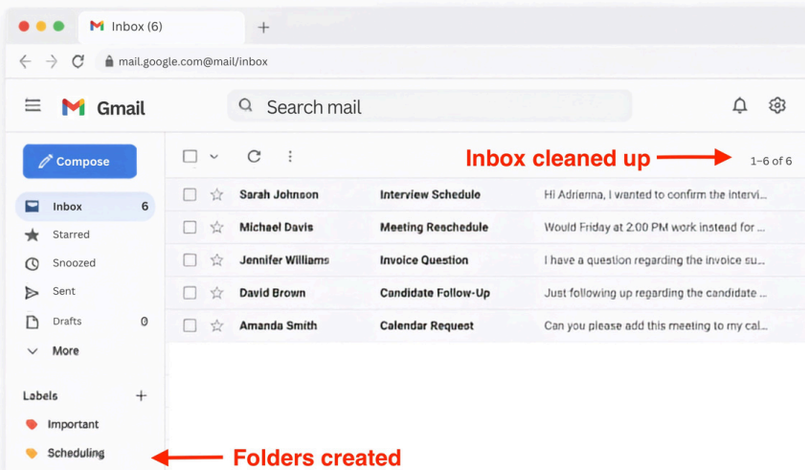
INBOX MANAGEMENT — SAMPLE CLIENT WORKFLOW
Before: 47 emails requiring review, organization, and follow-up



AN ORGANIZED INBOX HELPS BUSINESS OWNER AND PROFESSIONALS STAY FOCUSED, RESPOND TO IMPORTANT MESSAGES EFFICIENTLY, AND REDUCE UNNECESSARY EMAIL CLUTTER.

BEFORE

INBOX MANAGEMENT — SAMPLE CLIENT WORKFLOW
After: 6 actionable emails remaining



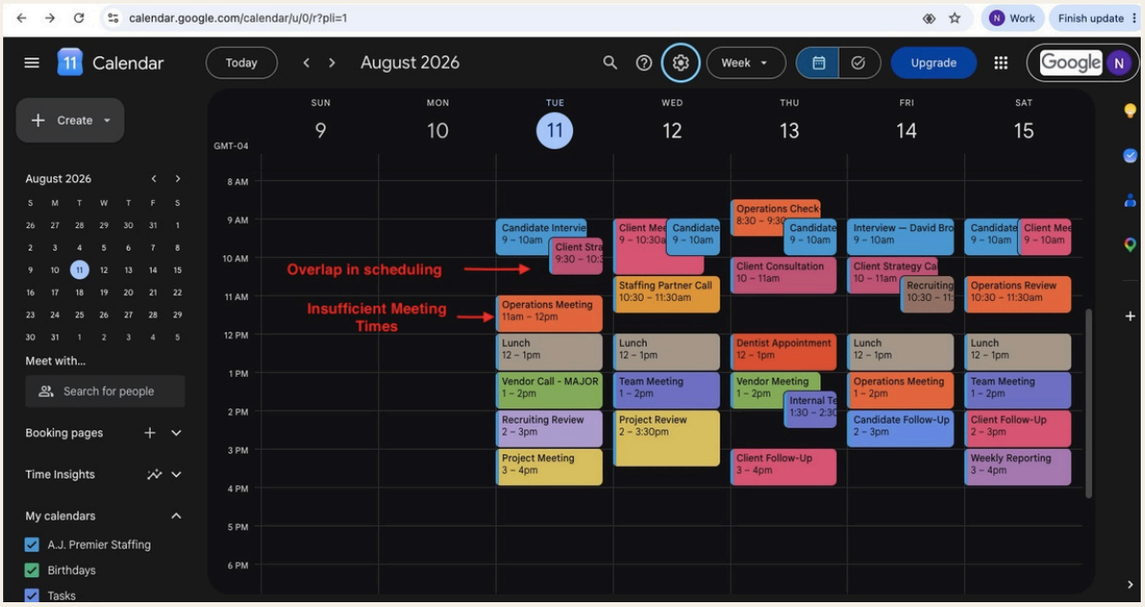
AFTER

ARCHIVED, ORGANIZE, OR REMOVE UNNECESSARY MESSAGES

Continued

A GLIMPSE INTO MY SAMPLE PROJECTS(LINKS PROVIDED)

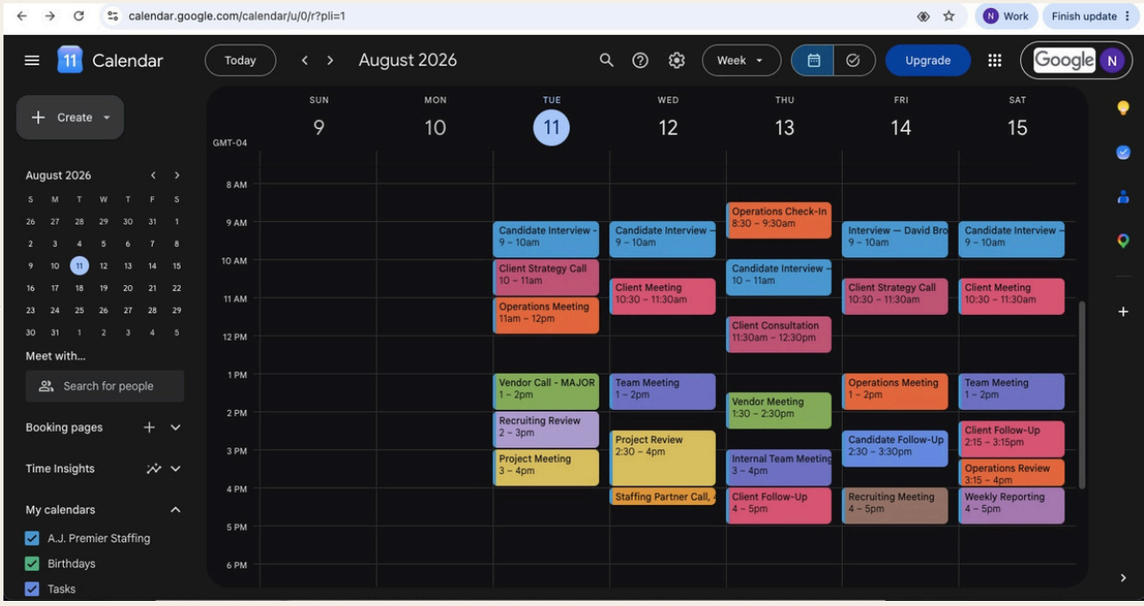
CALENDAR MANAGEMENT



EFFECTIVE CALENDAR MANAGEMENT HELPS BUSINESS OWNERS AVOID SCHEDULING CONFLICTS, AND ENSURE IMPORTANT MEETINGS AND APPOINTMENTS ARE PROPERLY COORDINATED.

BEFORE

AFTER



I IDENTIFY SCHEDULING CONFLICTS, OVERLAPPING MEETINGS, OR INSUFFICIENT TRANSITION TIME BETWEEN EVENTS.

RECRUITING COORDINATION

Recruiting Coordination - Demo

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I24 Confirmed

CANDIDATE TRACKING

Sample Recruiting Coordination & Interview Scheduling Workflow

Fictional Candidate Information — Portfolio Demonstration

RECRUITING COORDINATION SUMMARY				
Total Candidates	Interviews Scheduled	Awaiting Confirmation	Follow-Ups Pending	High Priority Candidates
1	2	3	4	5

Candidate Name	Position	Interview Stage	Interview Date	Interview Time	Interviewer	Candidate Email	Email Status
Sarah Johnson	Administrative Coordinator	Final Interview	Aug 11, 2026	10:00 AM	Jessica Brown	sarah.johnson.demo@example.com	Sent
Michael Davis	Operations Coordinator	Interview	Aug 11, 2026	2:00 PM	Robert Taylor	michael.davis.demo@example.com	Sent
Jennifer Williams	Recruiting Coordinator	Interview	Aug 12, 2026	11:00 AM	Jessica Brown	jennifer.williams.demo@example.com	Sent
David Brown	Administrative Assistant	Interview	Aug 13, 2026	9:00 AM	Robert Taylor	david.brown.demo@example.com	Sent
Amanda Smith	Executive Assistant	Interview	Aug 14, 2026	1:00 PM	Jessica Brown	amanda.smith.demo@example.com	Pending
Christopher Lee	Operations Specialist	Phone Screen	Aug 14, 2026	3:00 PM	Jessica Brown	christopher.lee.demo@example.com	Sent
Nicole Anderson	HR Coordinator	Hired	Aug 17, 2026	11:00 AM	Robert Taylor	nicole.anderson.demo@example.com	Sent
Daniel Moore	Administrative Specialist	Phone Screen	Aug 18, 2026	2:00 PM	Jessica Brown	daniel.moore.demo@example.com	Sent
John Doe	Marketing Manager	Offer	2026-08-19	9:00:00	Jessica Brown	john.doe@example.com	Sent
Jane Smith	Software Engineer	Phone Screen	2026-08-20	10:00:00	Robert Taylor	jane.smith@example.com	Sent
Robert Johnson	Financial Analyst	Rejected	2026-08-21	11:00:00	Jessica Brown	robert.johnson@example.com	Sent
Emily Davis	Sales Representative	Phone Screen	2026-08-22	13:00:00	Robert Taylor	emily.davis@example.com	Sent
Michael Wilson	Customer Success Manag	Phone Screen	2026-08-23	14:00:00	Jessica Brown	michael.wilson@example.com	Sent
Sarah Brown	Data Scientist	Final Interview	2026-08-24	15:00:00	Robert Taylor	sarah.brown@example.com	Sent
William Jones	Product Manager	Phone Screen	2026-08-25	9:30:00	Jessica Brown	william.jones@example.com	Sent
Linda Garcia	HR Generalist	Offer	2026-08-26	10:30:00	Robert Taylor	linda.garcia@example.com	Sent

CANDIDA' Messages FOLLOW-UP TRACKING INTERVIEW SCHEDULE

KEEP YOUR RECRUITING PROCESS ORGANIZED FROM CANDIDATE TRACKING THROUGH INTERVIEW SCHEDULING AND FOLLOW-UP.A CLEAR, ORGANIZED RECRUITING WORKFLOW THAT KEEPS CANDIDATES AND NEXT STEPS FROM FALLING THROUGH THE CRACKS.

DATA & EXCEL REPORTING

Operations Data & Reporting.xlsx

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OPERATIONS DATA TRACKING

Sample Client Workflow — Data Entry & Tracking

Fictional Data — Portfolio Demonstration

Record ID	Client / Department	Request Type	Assigned To	Priority	Status	Turnaround Time	Follow-Up Required	Notes
OP-001	Operations	Data Entry	Alex Brown	Low	Completed	2 days	No	Completed and reviewed
OP-002	Finance	Invoice Tracking	Jordan Smith	Urgent	In Progress		Yes	Awaiting source information
OP-003	Human Resources	Document Update	Taylor Morgan	Medium	Completed	2 days	No	Data verified
OP-004	Marketing	Report Request	Casey Williams	Medium	On Hold	5 days	Yes	Client confirmation requested
OP-005	Client Services	Client Request	Alex Brown	Medium	Completed	2 days	No	Follow-up scheduled
OP-006	Administration	File Organization	Jordan Smith	Low	On Hold	4 days	No	Files organized and uploaded
OP-007	Operations	Spreadsheet Update	Taylor Morgan	Urgent	Not Started		No	Pending manager review
OP-008	Finance	Report Preparation	Casey Williams	Urgent	Completed	1 days	Yes	Report prepared
OP-009	Human Resources	Database Update	Alex Brown	Medium	In Progress		Yes	Awaiting additional documentation
OP-010	Marketing	Data Cleanup	Jordan Smith	Low	Completed	3 days	No	Completed and reviewed
OP-011	Client Services	Document Review	Taylor Morgan	High	In Progress		No	Submitted for approval
OP-012	Administration	Administrative Support	Casey Williams	Medium	Completed	1 days	No	Data verified
OP-013	Operations	Data Entry	Alex Brown	Low	Completed	3 days	No	Completed and reviewed
OP-014	Finance	Invoice Tracking	Jordan Smith	Medium	On Hold		Yes	Awaiting source information
OP-015	Human Resources							
OP-016	Marketing							
OP-017	Client Services							
OP-018	Administration							
OP-019	Operations							

Operations Data & Reporting.xlsx

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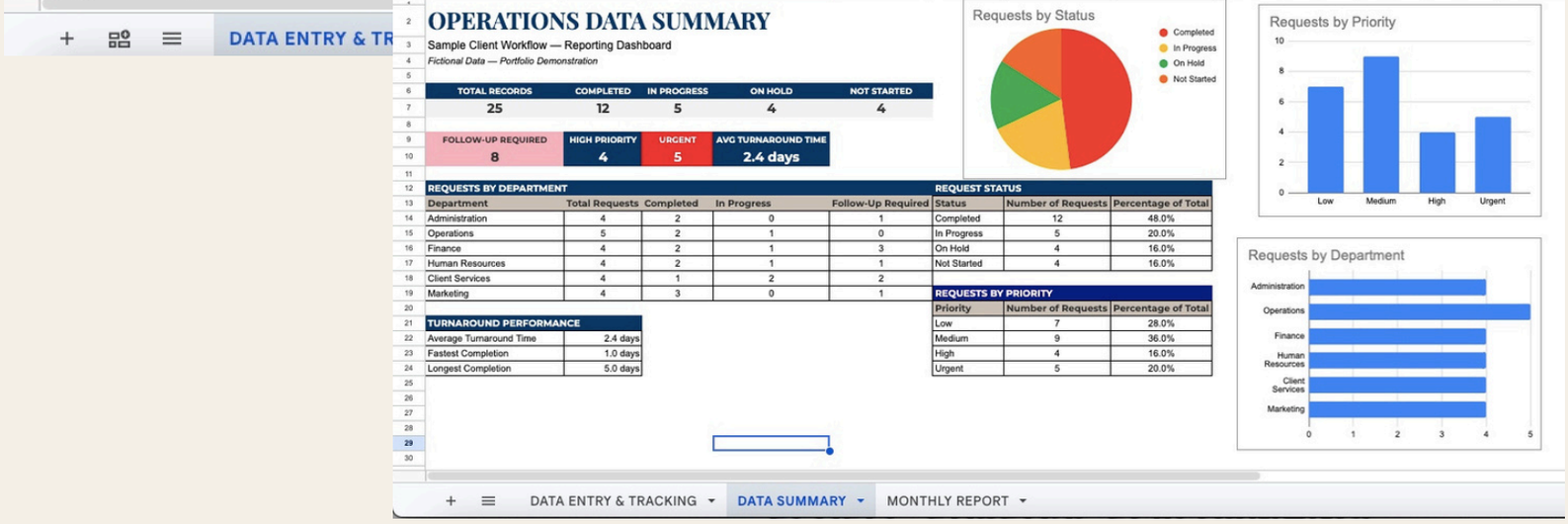


OPERATIONS DATA SUMMARY

Sample Client Workflow — Reporting Dashboard

Fictional Data — Portfolio Demonstration

TOTAL RECORDS	COMPLETED	IN PROGRESS	ON HOLD	NOT STARTED
25	12	5	4	4

FOLLOW-UP REQUIRED	HIGH PRIORITY	URGENT	AVG TURNAROUND TIME
8	4	5	2.4 days

REQUESTS BY DEPARTMENT

Department	Total Requests	Completed	In Progress	Follow-Up Required
Administration	4	2	0	1
Operations	5	2	1	0
Finance	4	2	1	3
Human Resources	4	2	1	1
Client Services	4	1	2	2
Marketing	4	3	0	1

TURNAROUND PERFORMANCE

Average Turnaround Time	2.4 days
Fastest Completion	1.0 days
Longest Completion	5.0 days

REQUEST STATUS

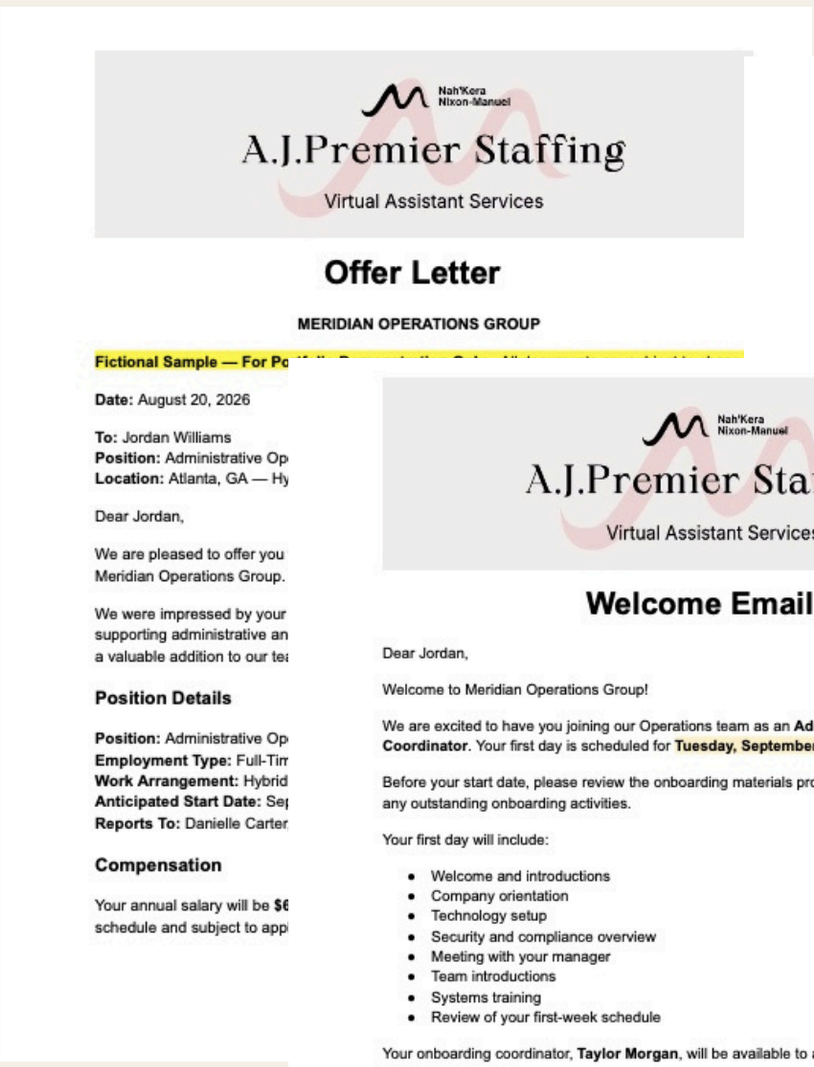
Status	Number of Requests	Percentage of Total
Completed	12	48.0%
In Progress	5	20.0%
On Hold	4	16.0%
Not Started	4	16.0%

REQUESTS BY PRIORITY

Priority	Number of Requests	Percentage of Total
Low	7	28.0%
Medium	9	36.0%
High	4	16.0%
Urgent	5	20.0%

I TRANSFORM BUSINESS INFORMATION INTO ORGANIZED TRACKERS AND EASY-TO-MONITOR REPORTS THAT HELP KEEP OPERATIONS ON TRACK.

ONBOARDING ADMINISTRATION



Nah'Kera Nixon-Manuel

A.J.Premier Staffing

Virtual Assistant Services

Offer Letter

MERIDIAN OPERATIONS GROUP

Fictional Sample — For Po

Date: August 20, 2026

To: Jordan Williams
Position: Administrative Op
Location: Atlanta, GA — Hy

Dear Jordan,

We are pleased to offer you
Meridian Operations Group.

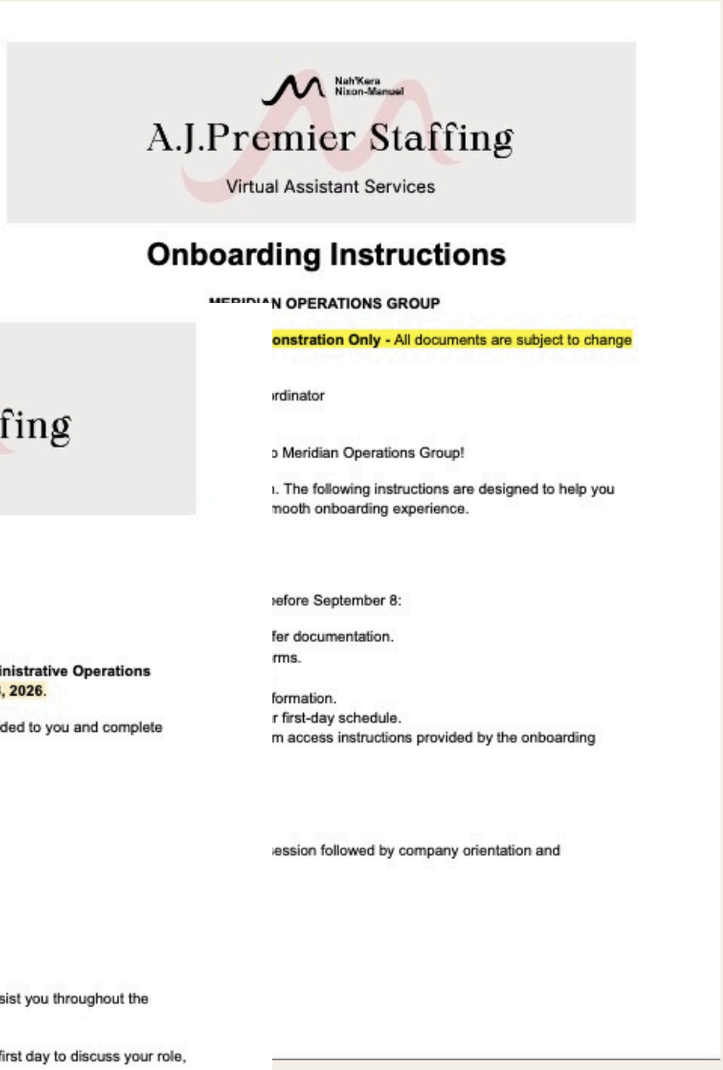
We were impressed by your
supporting administrative an
a valuable addition to our te

Position Details

Position: Administrative Op
Employment Type: Full-Tim
Work Arrangement: Hybrid
Anticipated Start Date: Se
Reports To: Danielle Carter

Compensation

Your annual salary will be **$6**
schedule and subject to app



Nah'Kera Nixon-Manuel

A.J.Premier Staffing

Virtual Assistant Services

Onboarding Instructions

N OPERATIONS GROUP

onstration Only - All documents are subject to change

rdinator

o Meridian Operations Group!

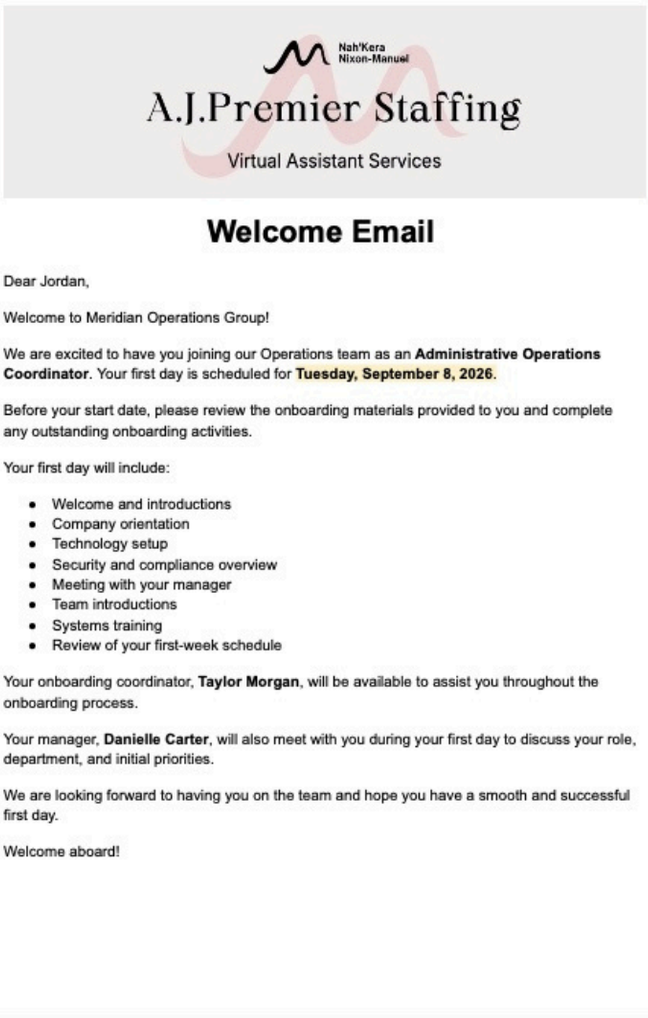
. The following instructions are designed to help you
mooth onboarding experience.

efore September 8:

fer documentation.
rms.

formation.
r first-day schedule.
m access instructions provided by the onboarding

ession followed by company orientation and



Nah'Kera Nixon-Manuel

A.J.Premier Staffing

Virtual Assistant Services

Welcome Email

Dear Jordan,

Welcome to Meridian Operations Group!

We are excited to have you joining our Operations team as an **Administrative Operations Coordinator**. Your first day is scheduled for **Tuesday, September 8, 2026**.

Before your start date, please review the onboarding materials provided to you and complete any outstanding onboarding activities.

Your first day will include:

- Welcome and introductions
- Company orientation
- Technology setup
- Security and compliance overview
- Meeting with your manager
- Team introductions
- Systems training
- Review of your first-week schedule

Your onboarding coordinator, **Taylor Morgan**, will be available to assist you throughout the onboarding process.

Your manager, **Danielle Carter**, will also meet with you during your first day to discuss your role, department, and initial priorities.

We are looking forward to having you on the team and hope you have a smooth and successful first day.

Welcome aboard!

I HELP ORGANIZE THE ADMINISTRATIVE SIDE OF BRINGING NEW EMPLOYEES, CONTRACTORS, OR TEAM MEMBERS INTO YOUR ORGANIZATION. A STRUCTURED ONBOARDING PROCESS CREATES A SMOOTHER EXPERIENCE FOR BOTH THE BUSINESS AND THE PERSON JOINING THE TEAM.

CLIENT & VENDOR COORDINATION

Client & Vendor Operations.xlsx

CLIENT & VENDOR OPERATIONS

Professional Communication & Follow-Up Tracker

Sample Client Workflow — Fictional Data

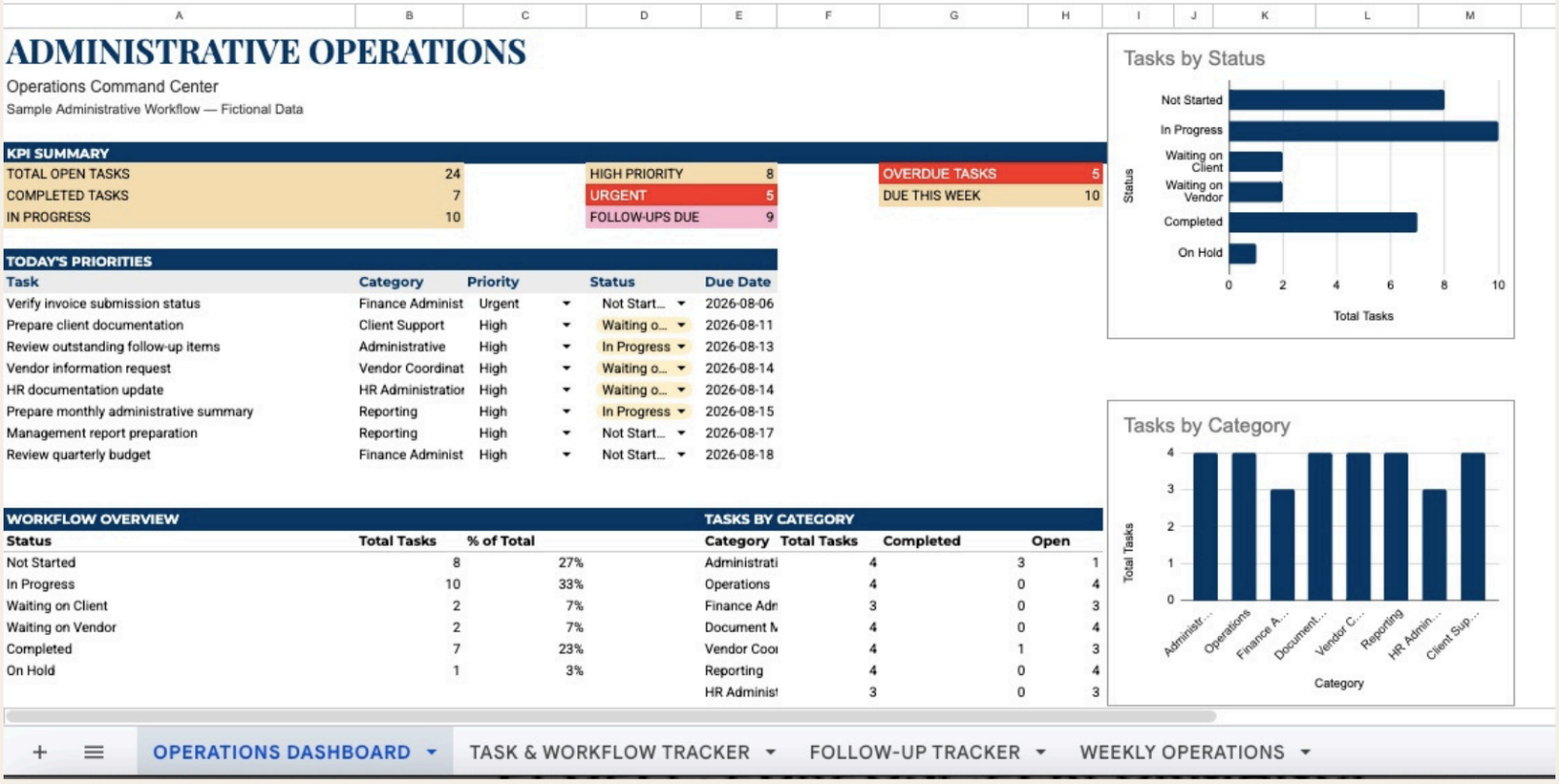
Communication ID	Date	Contact Type	Company	Contact Person	Topic / Reques	Communication Method	Direction	Response Status	Follow-Up Date	Priority	Assigned To	Outcome / Next Step	Notes
COM-001	2026-08-05	Vendor	BrightPath Consulting	Melissa Carter	Service agreement	Phone	Outgoing	Awaiting Response	2026-08-14	High	Alex Brown	Draft agreement pending legal review	
COM-002	2026-08-06	Vendor	Metro Office Solutions	Kevin Harris	Delivery confirmation	Phone	Incoming	Follow-Up Required	2026-08-12	Medium	Jordan Smith	Call vendor to confirm delivery window	
COM-003	2026-08-07	Vendor	Premier IT Services	Nicole Davis	System access request	Email	Outgoing	Escalated	2026-08-10	Urgent	Taylor Morgan	Escalate unresolved access issue to vendor account manager	
COM-004	2026-08-08	Client	Evergreen Property Group	Marcus Johnson	Staffing request	Google Meet	Incoming	Awaiting Response	2026-08-15	High	Casey Williams	Send candidate profiles for review	
COM-005	2026-08-09	Client	Northstar Medical Group	Daniel Williams	Report clarification	Email	Incoming	Follow-Up Required	2026-08-13	Medium	Alex Brown	Clarify data points in Q2 report	
COM-006	2026-08-10	Vendor	RapidPrint Business Services	Anthony Wilson	Printing order confirmation	Email	Outgoing	Awaiting Response	2026-08-14	Medium	Jordan Smith	Awaiting proof approval from vendor	
COM-007	2026-08-10	Vendor	Workplace Supply Co.	Jessica Moore	Vendor documentation	Internal Message	Incoming	Follow-Up Required	2026-08-12	Low	Taylor Morgan	Collect W-9 and direct deposit forms	
COM-008	2026-08-11	Client	Summit Legal Services	Rachel Thompson	Service documentation	Email	Outgoing	Awaiting Response	2026-08-15	Medium	Casey Williams	Send updated compliance documents	
COM-009	2026-08-01	Client	BrightPath Consulting	Melissa Carter	Invoice clarification	Email	Incoming	Responded	2026-08-03	Low	Alex Brown	Provided breakdown of charges	
COM-010	2026-08-02	Vendor	Metro Office Solutions	Kevin Harris	Contract update	Phone	Outgoing	Resolved	2026-08-04	Medium	Jordan Smith	Contract signed and filed	
COM-011	2026-08-03	Client	Northstar Medical Group	Daniel Williams	Scheduling confirmation	Google Meet	Incoming	Responded	2026-08-05	High	Taylor Morgan	Meeting scheduled for next Tuesday	

COMMUNICATION LOG | FOLLOW-UP QUEUE | COMMUNICATION SUMMARY

KEEP COMMUNICATION, FOLLOW-UPS, AND IMPORTANT RELATIONSHIPS ORGANIZED WITH CONSISTENT ADMINISTRATIVE COORDINATION.

ADMINISTRATIVE SUPPORT

Administration Operations



ADMINISTRATIVE OPERATIONS

Operations Command Center

Sample Administrative Workflow — Fictional Data

KPI SUMMARY

TOTAL OPEN TASKS	24	HIGH PRIORITY	8	OVERDUE TASKS	5
COMPLETED TASKS	7	URGENT	5	DUE THIS WEEK	10
IN PROGRESS	10	FOLLOW-UPS DUE	9		

TODAY'S PRIORITIES

Task	Category	Priority	Status	Due Date
Verify invoice submission status	Finance Administ	Urgent	Not Start...	2026-08-06
Prepare client documentation	Client Support	High	Waiting o...	2026-08-11
Review outstanding follow-up items	Administrative	High	In Progress	2026-08-13
Vendor information request	Vendor Coordinat	High	Waiting o...	2026-08-14
HR documentation update	HR Administratior	High	Waiting o...	2026-08-14
Prepare monthly administrative summary	Reporting	High	In Progress	2026-08-15
Management report preparation	Reporting	High	Not Start...	2026-08-17
Review quarterly budget	Finance Administ	High	Not Start...	2026-08-18

WORKFLOW OVERVIEW

Status	Total Tasks	% of Total
Not Started	8	27%
In Progress	10	33%
Waiting on Client	2	7%
Waiting on Vendor	2	7%
Completed	7	23%
On Hold	1	3%

TASKS BY CATEGORY

Category	Total Tasks	Completed	Open
Administrati	4	3	1
Operations	4	0	4
Finance Adr	3	0	3
Document M	4	0	4
Vendor Coor	4	1	3
Reporting	4	0	4
HR Administ	3	0	3

FROM RECURRING ADMINISTRATIVE TASKS TO WORKFLOW ORGANIZATION, I HELP BUSINESSES MAINTAIN STRUCTURE AND CONSISTENCY BEHIND THE SCENES. DESIGNED TO KEEP DAILY OPERATIONS ORGANIZED AND VISIBLE.

Packages & Pricing

INVEST IN THE GROWTH OF YOUR BUSINESS

ESSENTIAL SUPPORT

$400/ month

Email & Calendar management
File Organization
Administration Task Support
More

Up to 10 hours of Support

Choose Essential

MOST POPULAR

PREMIER SUPPORT

$750/ month

Everything In Essential Support
Recruiting coordination
Vendor coordination
SOP creation & documentation
More

Up to 20 hours of Support

Choose Premier

EXECUTIVE SUUPORT

$1200/ month

Everything in Premier Support
Priority administrative support
Comprehensive onboarding coordination
Client coordination
Advanced reporting & tracking
Workflow management
Process improvement assistance
More

Up to 30 hours of Support

Choose Executive

NEED A CUSTOM PLAN. LET'S BUILD A PACKAGE THAT WORKS BEST FOR YOUR BUSINESS

Why Clients Choose Us

RELIABLE SUPPORT

You shouldn't have to constantly remind someone what needs to be done. I provide dependable administrative support and follow through on the details so you can focus on running your business.

RECRUITING EXPERIENCE

Recruiting involves more than finding candidates—it requires communication, scheduling, tracking, and follow-up. I help keep your recruiting process organized and your candidates moving through each stage.

ORGANIZED PROCESSES

When tasks, emails, schedules, and information are scattered, things get missed. I bring structure and organization to your daily operations so you can spend less time managing the details.

DETAIL-ORIENTED

Small administrative mistakes can create big problems. I pay close attention to the details, keep information accurate, and make sure important tasks and documentation are handled properly.

PROFESSIONAL COMMUNICATION

Your clients, candidates, vendors, and business partners deserve timely and professional communication. I help keep those conversations organized, followed up on, and moving in the right direction.

FLEXIBLE SUPPORT

Your business doesn't need another complicated system—it needs support that fits the way you work. I can step in where you need the most help and provide the administrative support that makes your workload more manageable.

Ready To Get Started

Tools I Used

zapier

HubSpot

Airtable

Trello

Canva

Notion

zoom

Calendly

Client Onboarding Process

HOW WE START WORKING TOGETHER

1

DISCOVERY CALL

You reach out through my contact form and we schedule a quick call to discuss your needs.

2

PROPOSAL

After understanding your requirements, I'll send a customized proposal outlining the services.

3

CONTRACT & INVOICE

Once you're ready to move forward, I'll send a contract and initial invoice to officially start.

4

ONBOARDING

You'll fill out a simple onboarding form and share the tools or accounts needed.

5

KICKOFF

We begin your project! I'll handle the tasks, keep you updated and ensure everything runs smoothly.

6

ONGOING SUPPORT

You'll receive consistent task support, clear updates, and reliable follow-through each week.

Let's Connect

Ready to bring organization and get more done with less on your plate?
Reach out and let's discuss how we can collaborate.

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@Nahkeramanuel

Contact Me

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