



**Tom Burnie**  
-Virtual Assistant-

# PORTFOLIO

## Tom Burnie

**Your specialist for: Social Media Management, Video Editing, Online Marketing & Administrative VA Services**

instagram: @tomboi\_

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# ABOUT ME

I'm Tom Burnie, a Virtual Assistant providing modern digital support for coaches, entrepreneurs, and creative brands. I'm 26 years old and I love to travel and try to do it as possible—though Italy is where I call home.

My strength lies in bringing structure to digital chaos, simplifying processes, and driving projects forward with clarity and momentum. My goal is to reliably take work off your plate so you can refocus on what truly fuels the growth of your business.



**“I create clarity, structure, and visibility so you can focus on your core business.”**



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## I stand for:

- Organization
- Creativity
- Reliability
- Ease

# MYSTORY

Before completing the VA Powerhouse Academy, I worked as a freelance video editor and hobby content creator. I taught myself how to cut and produce videos and quickly realized how much I enjoy both the creative and technical aspects of the work. Over time, I wanted to expand my skill set and support my clients more holistically—so I completed the VA Powerhouse Academy and now work as a self-employed Virtual Assistant.

In my previous professional life—before stepping into virtual assistance and video editing—I completed my training as an event technician at AMBION GmbH and worked there for several years. That time shaped me: technical understanding, precision, organization, and the ability to deliver reliable results even under pressure—skills I now bring into every client project.

## I WORK FOR:

- Coaches & Consultants
- Service Providers
- Content Creators
- Growing Entrepreneurs
- Personal Brands

They already have a running business—but need support to become **more visible, more strategic, and more efficient.**



# SERVICES

## Administrative Support

- E-Mail-Management
- Organization & Planning
- Administrative Research
- Back-Office Tasks
- Customer Support & Communication

## Social Media & Content Creation Management

- Content Planning & Strategy
- Social Media Post Creation
- Caption Writing
- Social Media Scheduling & Publishing
- Community Management
- Story Content Support



## Video Editing & Graphic Design

- Short-Form Video Editing
- Content Repurposing
- Subtitles & Text Animations
- Basic Color Grading & Audio Cleanup
- Branding Visuals & Small Design Tasks
- Podcast Shorts & Clip Creation

## Marketing Management

- Newsletter & Email Marketing
- Landing Pages & Microsites
- Marketing Campaigns & Launch Support
- Marketing Design & Promotional Materials
- Content & Campaign Planning

# TOOLS

THAT I USE

**Canva**

**CapCut / Final Cut Pro**

**Slack**

**Zapier**

**Trello / Notion / Asana**

**Dropbox**

**Flodesk**

**WordPress**

**Google Workspace**

**ManyChat**

I'm flexible and quickly adapt to new tools or software—efficiently and independently whenever needed.

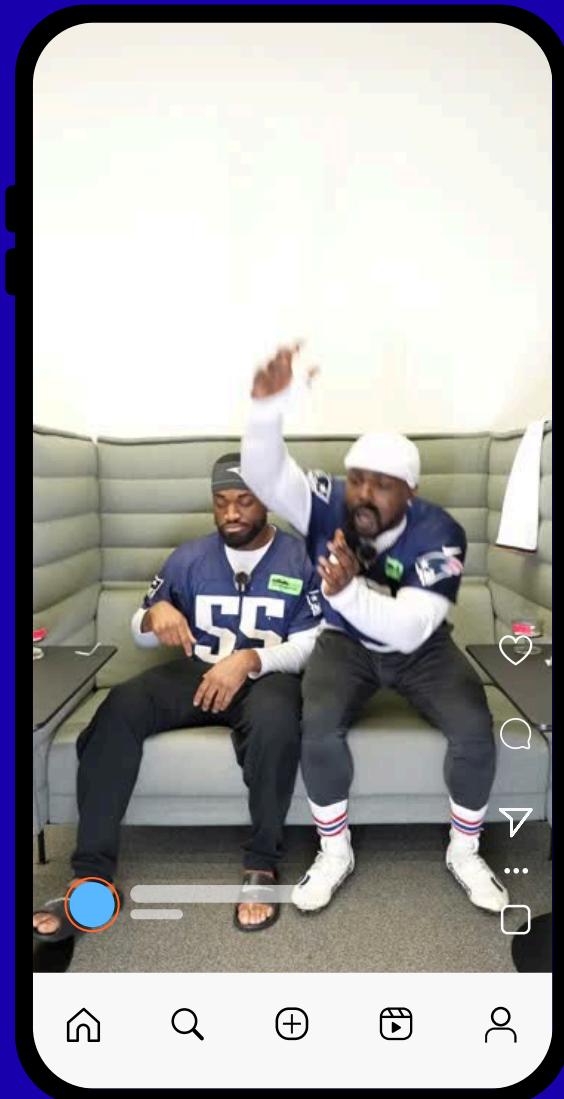


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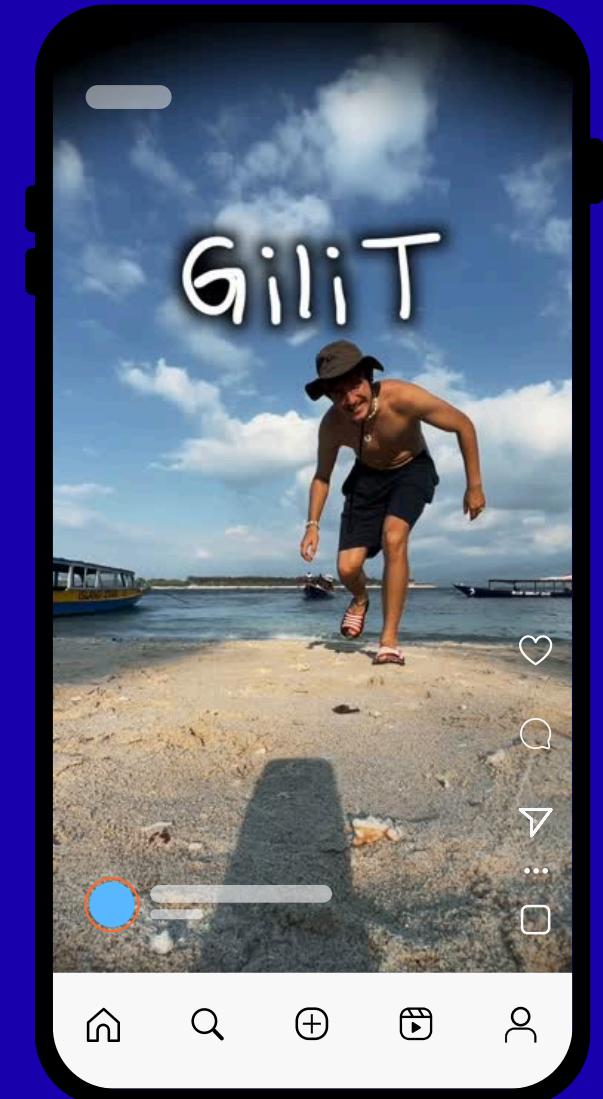


# MYWORK

For NFL



For Content Creators



For Coaches



<https://vm.tiktok.com/ZNRdjM3LJ/>

<https://youtube.com/shorts/qqGi4EWeA5c?si=36eZpxkXhfz9oA05>

<https://www.instagram.com/reel/DPRjNw5DLSx/?igsh=MXVrNnc5ZTBoengzbw==>

## Results:

- Increased Instagram followers by more than 80%
- Developed a complete monthly content plan with clear themes and posting structures
- Achieved consistent reach growth through optimized reel cuts and refined social media strategies

# TESTIMONIALS

I'm extremely happy with Tom's work. He edits my videos exactly the way I want and even adds cool new ideas on top, which really boosts my social media presence.

Communication is fast and effortless.

Thank you, Tom!

- **Isabelle Fouchs, Coach**

Working with Tom was incredibly helpful. He is reliable, proactive, and brings structure and creativity to every project. His support with video editing, social media, and organization saved me a tremendous amount of time.

Highly recommended

- **Sidney, Influencer**



# WORKFLOW

1. Intro Call
2. Needs Assessment
3. Custom Offer
4. Onboarding
5. Collaboration
6. Monthly Feedback



# PRICING & PACKAGES

I offer my services both on an hourly basis and in customized packages.

## Hourly Basis:

My entry-level hourly rate starts at €25 per hour.

## Packages:

I also offer individually tailored monthly packages that match your needs and the level of support you're looking for.

I'm happy to create a personalized package for you upon request.



# GET IN TOUCH

Ready for professional support in your business? Then let's connect – I look forward to hearing from you.

**Email:** [tomburnie@hotmail.com](mailto:tomburnie@hotmail.com)

**Website:** [tomburnie.com](http://tomburnie.com)

**Instagram:** @\_tomboi

Let's simplify your processes together and take your business to the next level.



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