WHAT CAN YOUR

VA

DO FOR YOU?

- BLOG MANAGEMENT
- BOOKKEEPING
- CALENDAR MANAGEMENT
- CONTENT CREATION
- CUSTOMER SERVICE
- DATABASE / CRM BUILDING & MANAGEMENT
- DATA CURATION
- DATA MINING / INTERNET RESEARCH
- E-FILE MANAGEMENT / GOOGLE DRIVE MANAGEMENT
- EMAIL MANAGEMENT
- GENERAL ADMINISTRATIVE TASKS
- GRAPHIC / INFOGRAPHIC CREATION
- MARKETING MANAGEMENT
- NEWSLETTER DESIGN & MANAGEMENT
- PROJECT & TASK MANAGEMENT
- RECRUITING
- SOCIAL MEDIA MANAGEMENT
- TRAVEL MANAGEMENT
- WEBSITE DESIGN & MANAGEMENT