

VIRTUAL ASSISTANT SOCIAL MEDIA MANAGER



MARIA MARCELINA R ESPINELI

Say hello to your new Virtual Assistant!



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[mhai-mhai espineli](#)




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Pleasure to meet you



Do you feel exhausted from all day
answering emails?



Do you feel like you don't have just
enough time in a day to do
everything you need to do?



Are you feeling anxious from doing
tasks that makes you uncomfortable?

I'M HERE TO HELP!



Why choose me?

I am just new to the Virtual Assistance/Social Media Management World six months to be exact, but I have three years Administrative Assistant Experience and two years Research Assistant Experience. I work with enthusiasm and willing to be trained and learn essential knowledge in my VA Career to serve my clients. .



SERVICES OFFERED:



ADMINISTRATIVE:

- EMAIL MANAGEMENT
- CALENDAR MANAGEMENT
- FILE MANAGEMENT
- TRANSCRIPTION
- APPOINTMENT SCHEDULING



SOCIAL MEDIA MANAGEMENT:

- POST SCHEDULING
- CONTENT + BASIC GRAPHIC DESIGNING (LOGO, LABEL ETC.)
- SOCIAL MEDIA SET-UP (FACEBOOK, INSTAGRAM, TIKTOK, LINKEDIN AND TWITTER ETC.)
- ENGAGING WITH FOLLOWERS

MY SAMPLE WORKS

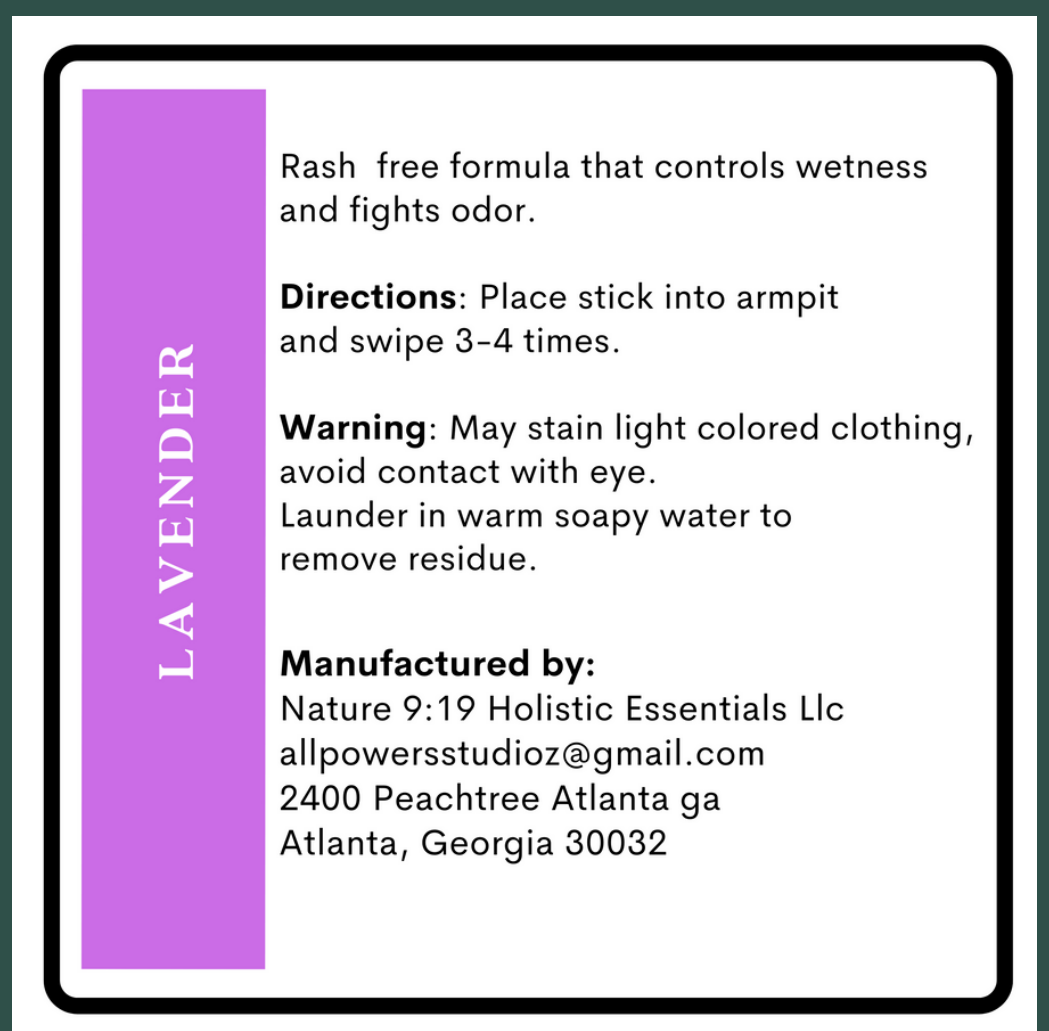


FRONT LABEL

DIFFERENT KIND OF
FLAVORS FOR THE
LABEL OF THESE
DEODORANTS!



UPPER LABEL



BACK LABEL



DIFFERENT KIND OF
FLAVORS FOR THE
LABEL OF THESE
ESSENTIAL OILS!





FEEL FREE TO MESSAGE ME FOR MORE
INFORMATION TO THE EMAIL PROVIDED! THANK
YOU AND HAVE A SAFE DAY AHEAD.