VIRTUAL ASSISTANT SOCIAL MEDIA MANAGER



Say hello to your new Virtual Assistant!

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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:

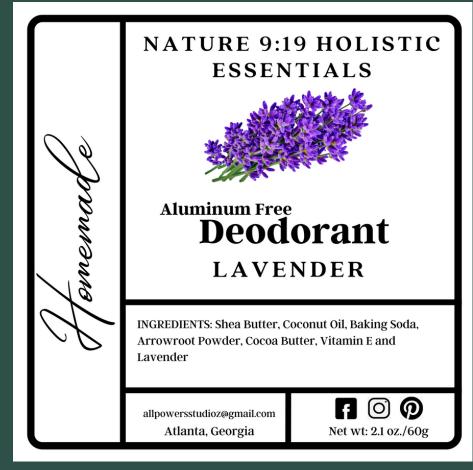
- EMAIL MANAGEMENT
- <u>CALENDAR MANAGEMENT</u>
- FILE MANAGEMENT
- TRANSCRIPTION
- <u>APPOINTMENT SCHEDULING</u>



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!**

NEW

24HR ODOR PROTECTION NO ALUMINUM

UPPER LABEL

Rash free formula that controls wetness and fights odor.

Directions: Place stick into armpit and swipe 3-4 times.

Warning: May stain light colored clothing, avoid contact with eye. Launder in warm soapy water to remove residue.

Manufactured by:

LAVENDER

Nature 9:19 Holistic Essentials Llc allpowersstudioz@gmail.com 2400 Peachtree Atlanta ga Atlanta, Georgia 30032



VATURE 9:19 HOLISTIC rosemar



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







ATURE 9:19 HOLISTIC





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