



How Can a Virtual Assistant Help You?

Let me count the ways...

1. Email marketing
2. Blog management
3. Create blog editorial calendar
4. Create written content for website, ebook or guest blog posts
5. Add content or make changes to your WordPress website
6. Audio editing
7. Podcast setup & production
8. Webinar setup & production
9. Monitor webinar chat rooms
10. Video editing & creation
11. Social media marketing
12. Project Management
13. Search for royalty-free stock photos or podcast music
14. Submit press releases to the media
15. Maintain list of media contacts
16. Email monitoring & management
17. Customer service
18. Make travel arrangements
19. Schedule & confirm meetings or appointments
20. Light bookkeeping
21. Prepare welcome packages for new clients
22. Type proposals to prospective clients

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23. Format reports, presentations & ebooks
24. Miscellaneous internet research
25. Write or edit blog posts
26. Plan and/or manage online/offline events
27. Website design & management
28. E-commerce setup & management
29. Membership site management
30. Affiliate management
31. Set up metrics & create monthly reports
32. Product launch assistance
33. Testing your online customer sales process
34. Following up with clients & prospects
35. Database building
36. Testing/learning new software
37. Document your business processes into a handbook
38. Transcription
39. Custom projects – don't be afraid to ask for something that's not on this list!

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