

So, What Can a Virtual Assistant Do for Me?

Here are several areas in your business that you might need a virtual assistant:

1. Bookkeeping.
2. Business Letters and Correspondence.
3. Customer Service.
4. Database Management and Data Processing.
5. Digital Publishing.
6. Electronic Document Preparation.
7. Electronic Newsletters and E-Zines.
8. Event Planning.
9. Faxing.
10. Mail, E-mail Services.
11. Online Marketing Support.
12. Personnel and Human Resources.
13. Presentation Slides and Videos.
14. Project Management.
15. Purchasing and Supply Procurement.
16. Real Estate Assistance.
17. Secretarial Services.
18. Social Media Management.
19. Telephone Coverage.
20. Transcription.
21. Website:
 - a. Blogging.
 - b. Design.
 - c. Development.
 - d. Maintenance.
22. Word Processing.
23. Writing, Editing and Proofreading.
 - a. Blogs and Web Content.
 - b. Manuscripts and Reports.
 - c. Proposals, RFPs.



K.A. Prezyna

Call Today: 585-457-3041