



What can a Virtual Assistant do for you?!

This is a constantly expanding list and there's no way that I could know EVERYTHING so if you don't see it here, send me an email and we'll see how we can learn how to do it together!

- Word Processing
- Research Projects
- Term Papers
- PDF/Word Conversions
- Generate and update training manuals
- Proofreading
- Excel Spreadsheets
- Access Database creation
- Power Point Presentations
- Resumes
- Document Publication
- Business Correspondence
- Scanner Services
- Mail Merge
- Newsletters
- Flyers
- Business Cards
- Event Management
- Etsy shop creation
- Printing assistance
- PayPal shop management
- Mailing List Development
- List Management and Database Coordination
- Calendar Maintenance
- Itinerary Creation
- Email Organization
- Office Organization
- Travel Arrangements
- Schedule appointments
- Reminder Service
- Record and track expenses
- Resume website creation
- Research for character work
- Email newsletter campaigns
- Social Media training
- Facebook Fan page creation
- Facebook profile start up
- Facebook usage training
- Twitter profile creation
- Custom Twitter background creation
- Twitter usage training
- LinkedIn profile creation
- LinkedIn usage training
- Speaking engagement coordination
- Article Submission
- Press Release submission
- Website maintenance
- WordPress maintenance
- Blog posting
- Specifically for Authors:
 - Organizing source material
 - Research target reader
 - Fact check information
- Coordinate peer and target audience reviews
- Research potential publishers
- Do competitive analysis
- Prepare and format the manuscript for the publisher
- Set up a publishing business
- Coordinate the book cover design
 - Get ISBN
 - Get LCCN
- Get the copyright registration
- Prepare an online media kit
- Prepare collateral materials
- Get the book listed on Amazon
- Send out copies for book reviews
- Enter the book in awards competitions
- Coordinate an Amazon best seller campaign
- Coordinate a book launch party
- Coordinate a virtual book tour