your creative ally

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

sara@yourcreativeally.com ● http://www.yourcreativeally.com ● twitter.com/creativeally