What a Virtual Assistant Can Do for YOU!

GENERAL/CLERICAL TASKS

- Proofread slide decks, emails, landing pages and all other copy
- Transcribe live-streams and videos
- Upload videos and workshops into courses/membership sites and format the text under each video
- Write and/or schedule newsletters and general emails
- Design and/or write the copy for sales pages
- Set up webinar systems, funnels, landing pages and/or opt-ins
- Research new apps and software when a change is needed
- Follow up with clients when they don't complete tasks or contracts
- Schedule clients, set up calendars and handle cancellations
- Set up and send out client contracts
- Set up formatting, links, and images for blog posts
- Bookkeeping
- Expense report management
- Answer service/support emails (refunds, trouble logging in, etc.)
- Create graphics (in Canva, Picmonkey, etc.)
- Create PDFs, workbooks, transcripts for classes, workshops or podcasts
- Edit videos
- Search for and/or edit photos used in social media
- Write posts for social media
- Answer inquiries on business Facebook pages or website contact form
- Manage social media scheduling and content re-purposing
- Sort through client inboxes each morning, organize and prioritize
- Maintaining inbox zero for clients
- Set up email auto-responders
- Set up Google analytics accounts
- Create landing pages
- Send emails to a list
- Affiliate program management
- Create daily to-do lists
- Create email filters
- Manage and maintain client contact lists
- Schedule calls/interviews/consultations
- Look up and email your client directions to their next meeting
- Research the people your clients are meeting with
- Create slides for presentations
- Update/monitor software subscriptions
- Organize Dropbox/Google Drive
- Fix errors in bounced emails

WEBSITE/BLOG TASKS

- Create websites
- Migrate your client's blog to another domain/hosting service
- Domain search
- Research the best landing pages
- Add testimonials to websites
- Review website pages and look for broken links and outdated info
- Create FAQ video/pages
- Manage, update, and make changes to websites
- Website security
- Install and update plug-ins on WordPress websites
- Payment integration with websites/accept credit cards online
- Create membership websites
- Speed-up websites by optimizing images
- Manage and answer blog comments
- Use basic HTML and CSS for changes to websites
- Write blog posts
- Submit articles to directories
- Create forms on websites
- Set-up e-commerce stores
- Add products and descriptions to e-commerce stores
- Find and fix broken links
- Set-up custom 404 error pages
- Set-up SSL certificates to add security to websites
- Create blog posting schedules
- Categorize blog posts
- Load blog posts into a social media scheduler
- Create/research interesting images for blog posts

PODCAST

- Interact with followers
- Accept connection requests
- Copy and paste blog post text into the publishing tool, include images and links
- Export LinkedIn contacts and upload to Twitter and Facebook
- Research podcast topics and names
- Edit audio
- Upload completed/edited audio
- Write show notes
- Write description of each episode
- Upload to iTunes, Stitcher and Sound Cloud
- Promote podcasts on Twitter, YouTube, Pinterest, Facebook, etc.
- Release podcasts to iTunes, Stitcher, etc.

If you don't see your need(s) on this list, please reach out to virginia@vldavisva.com to request a service!