

101 Things A Virtual Assistant Can Do for You

Administrative Support

- Full Administrative Services
- Email Organization/Review
- Travel Arrangements
- Phone Support
 - Answering & Screening
- Coordinate Conference Calls & Follow-up Calls
- Coordinate Appointments & Meetings
- Correspondence Preparation
- Filing
- Archiving Files
- Technical & Training Support
- Data Back-up
- Contact Updates & Tracking
- Calendar Management
- Business Card Scanning/Database
- Database & Data Entry
- Build Spreadsheets (Excel)
- Presentations (PowerPoint or other format)
 - Create & Print
- Generate Reports
- Transcription
- Mail Management & Forwarding
- E-letter & Mail Campaigns
- Follow-up & Thank You Letters/Cards
- Website Content Updates & Management
- Blog Posts
- Personal Assistance
- Errands
- Internet Research
- Supply Inventory Tracking
- Research Supply Vendors
 - Order Supplies

Virtual Support Services

- Professional Live Phone Answering
- Voicemail
- Mailbox Services
- Mail Forwarding Services
- Fax/Scan Documents
- Conference Room & Meeting Space Rentals

Financial & Bookkeeping

- Accounts Receivable
- Accounts Payable
- Invoicing
- Vendor Payments
- Record Keeping for Tax Organizations
- 1099s
- Create Time Tracking Systems
- Create Project Tracking Systems
- Budget Creation
- Financial Reports
- Create Cash Flow Tracking Mechanism
- Monitor Cash Flow
- Bank Deposits
- Training

Project Coordination Support

- Organize Project
- Develop Project Timelines
- Create Project Budgets
- Client Consultation
- Manage Communication & Team Meetings
- Vendor Analysis & Selection
- Internet Research

Meeting & Event Planning Support

- Create Custom Database
- Create & Send E-letter/Snail Mail
 - Announcements
 - Invitations
 - Thank-You Letters
- Manage Guest Lists
- Receive & Track Responses
 - Via Phone, Fax, Email, & Web-Integration
- Call Center Support – Live Phone Support
- Track Attendees
- Follow-up with Non-Responders
- Create Meeting Materials
- Collate & Ship Meeting Materials
- Research & Order Giveaways

Database & Contact Management

- Create Databases
- Create Targeting System
- Organize & Store Information
- Retrieve Information
- Formulate Targeting System
- Merge & Purge Files
- Import & Export Files (Multiple Programs/Formats)
- Update Records
- Compile Reports
- Create Labels

Marketing & Sales Support

- Create Strategy for E-letter Campaigns
- Coordinate Research
- Design & Create E-letters
- Send E-letters
 - One Time, Weekly, Monthly
 - Full Distribution, Targeted Distribution
- Send Snail Mailings
 - Invitations
 - Announcements
 - Holiday Cards
- Compile Mailing Lists
- Create & Distribute Questionnaires/Surveys
- Create Quantitative & Qualitative Compilation Reports
- Make Follow-up Calls
 - General, Post-Networking Event, etc.
- Distribute Press Releases
- Create & Maintain Press Release Database
- Place online advertisements

