70 Virtual Administrative Consultant Skills

❖ Administrative ❖

- Filtering Emails
- Basic Bookkeeping
- Sending Client Invoices
- Database Building / CRM
- Customer Service Emails
- Send Cards, Thank You, etc.
- Travel Arrangement and Planning
- Transcribe Video and Audio Files
- Preparing Online Meeting Minutes
- Creating Forms or Reports
- Document Template Creation
- Online Research
- Blog Publishing Management
- Moderating Blog Comments
- Adding Tags & Images to Blog Posts
- Creating Operating Procedures & Training Materials
- Basic Editing of Audio Files
- Adding Intro's and Outro's to Videos & Podcasts
- Powerpress (Podcasting WP Plugin) Installation
- Podcast Setup on iTunes / LISBYN
- Podcast Insertion on Blogpost

❖ Organization ❖

- Calendar Management
- Appointment Scheduling
- Reminder Services
- Dropbox / Google Drive Organization
- Data Entry in Word, or Google Docs
- Creating / Managing Spreadsheets
- Preparing Powerpoint / Keynote
- PDF Conversion, Splitting and Merging

❖ Email Marketing ❖

- Creating a New List in Software
- Adding / Removing Subscribers
- Creating and Scheduling Broadcast
- Creating and Scheduling Sequences
- Editing Follow-up Emails
- Setting Up Auto-Responders
- Creating Email Newsletters
- Editing / Proofreading Emails

❖ Social Media Management ❖

- Create / Manage Facebook Pages / Groups
- Posting and Scheduling Facebook Recording & Interpreting Insights
- Promoting Facebook Pages
- Create / Manage a Twitter Account
- Increasing Your Twitter Following
- Schedule Tweets
- Track Mentions and Hashtags
- Create / Manage LinkedIn Profile
- Create Pinnable Images on Pinterest
- Scheduling and Tracking Pins
- Create / Manage Instagram Account
- Post Images and Videos on Instagram
- Track Hashtags and Insights
- Create / Manage YouTube Account
- Upload Videos on YouTube
- Moderating Comments
- Answer Inquiries / Messages

❖ Websites ❖

- Support and Develop WordPress
- Install WordPress PlugIns and Themes
- Creating New Pages
- Site Analysis
- Keyword Research for Blog Content
- Competitor Analysis
- Landing Page Set-up/Creation
- On-page Optimization For Posts / Pages

❖ Design ❖

- Basic Photoshop / Image Editing
- Designing Logos, Banners, Icons, eBooks, Headers
- Designing Infographics Images
- Designing Websites, Creating Mock-Ups
- Designing Landing / Sales / Opt-In Pages

❖ Content Writing ❖

- Content / Blog Post Creation
- Guest Blogging
- SEO Writing
- Press Release Writing
- Newsletter Writing
- Copywriting / Sales Copy