



VA on the Spot Services Highlight

Let us help you reclaim your life and
achieve success one task at a time...

-  **Accountability/Organization:** Review your schedule, help you determine when and where to accomplish your tasks, and hold you accountable. I will meet with you once a week or every other week to help you organize your time, stay focused, and hold you accountable for the goals you set. Everyone needs a cheerleader/mentor to keep the momentum going. I can be that for your today.
-  **Business Development:** Research (find the right person, place, or thing you are looking for whether for software solutions, a venue to host an event, or the latest technology), assist in selection and set-up of client databases using a CRM, set-up and training on an electronic signature platform (Adobe Signature), customer surveys, contract completion, open to learn new platforms to accommodate client's needs
-  **Email Monitoring:** Prioritize emails, screen, tag and respond to emails as appropriate or secure answers for prompt responses, intro emails, email management, etc.
-  **General Administrative/Office Tasks:** Transcription, data entry, spreadsheet creation and management, develop and document processes (virtually or in person), assist with on-boarding new client
-  **Calendar Coordination and Meeting Support:** Schedule and manage client appointment, and calendar coordination Organize meetings (venue/food/set-up/etc.), type minutes from meetings using notes or recordings
-  **Virtual Meetings:** Organize and run Zoom meetings using desired options such as polls, whiteboards, and break outs, etc. (NOTE: client's subscription to ZOOM must support these options.)
-  **Travel:** Assist with travel arrangements (air travel, car rental, hotel reservations, on call for assistance while traveling, etc.)
-  **Content Writing, Proofreading, and Editing:** Content writing, research, writing, proofreading, and editing whether for social posts, blogs, handbooks, or newsletter articles