



*Task Guru Virtual Solutions*

# TASK GURU VIRTUAL SOLUTIONS

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EBONY HINTON SERVICES PORTFOLIO



# WELCOME



## I'm Ebony!

FOUNDER OF TASK GURU VIRTUAL SOLUTIONS

VIRTUAL ASSISTANT + PROJECT MANAGER

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Welcome to Task Guru Virtual Solutions, your go-to partner for seamless business operations! In today's fast-paced world, managing various aspects of your business can be overwhelming. That's where I come in. As a top-notch virtual assistance service, we specialize in transforming your workload into streamlined success. I served 14 years as a military Intelligence Officer in the United States Army. I love my two dogs, Oliver and Luna, as if they were my kids, and I am a motivated person who wants to see other businesses grow.

My expertise spans across general admin and email marketing, ensuring your campaigns reach the right audience and drive engagement. I handle website management with precision, keeping your online presence sharp and up-to-date. With my meticulous calendar management, you'll never miss an important meeting or deadline again. But that's not all—I offer a plethora of services tailored to your unique needs, from data entry and customer support to social media management and beyond.

At Task Guru Virtual Solutions, I believe in working smart so you can focus on what truly matters, growing your business. I am committed to delivering high-quality, reliable support that empowers you to achieve your goals. Experience the difference with Task Guru—where your success is my priority.

*Ebony S. Hinton*



# BUSINESS SERVICES

## INBOX MANAGEMENT

Reading, writing, and sending emails, creating folders, creating filters to keep you organized

## END TO END PROCOCESS SET UP

Installing the best system for your business to run smoothly

## CRM MANAGEMENT

Systematize client contact information

## CALENDAR MANAGEMENT

Efficient calendar management that puts you in control, ensuring you never miss any appointments or essential events.

## TRAVEL BOOKING

Booking all travel accommodations such as flights, hotel, vacation, and rental car.

## BOOKKEEPING

Issuing invoices and managing accounts

## BUSINESS BRANDING

Creating a cohesive Brand Board with a primary logo, alternate logo, three cohesive fonts, six colors, and up to 8 branded images

## WEBSITE MAINTENANCE

Such as blog Management and minor updates to website and landing pages





# TECHNOLOGY SERVICES

## PROOFREADING

Fixing minor spelling and punctuation mistakes, typos, and formatting issues.

## TRANSCRIPTION

Writing out content for any audio files, such as podcast

## "HOW TO" DOCUMENTATION

Writing step-by-step process instructions with graphic and text

## RESEARCH

Collecting data and/or information on a designated topic

## DATA ENTRY

Gathering information in an easy-to-use database for quick search

## TRAINING VIDEOS

Recording step-by-step process instruction with a walkthrough video

## DOCUMENT UPDATE

Minor updating of documents, including adding and removing information

## CREATING STANDARD OPERATING PROCEDURE (SOP)

Documenting effective procedures in business such as SOPs



# CUSTOMER SERVICE

## EMAIL MARKETING

Drafting and scheduling email campaigns

## SOCIAL MEDIA MANAGEMENT

Creating graphics, writing captions, selecting tags, and scheduling posts for Facebook, Instagram, LinkedIn, TikTok, and Youtube

## ONLINE COMMUNITY MANAGEMENT

Approving posts and ensuring group members comply with community rules

## SOCIAL MEDIA ANALYTICS REPORTING

Capturing analytics into a comprehensive report

## CANVA GRAPHIC/TEMPLATES

Designing custom, branded graphics and templates to be used on social media

## CUSTOMER SERVICE SUPPORT

Responding to customer queries that come through via email and social media

## AD CAMPAIGNS

Minor updating of documents, including adding and removing information

## APPOINTMENT CONFIRMATIONS

Provide the date, time and place for the interview and any other added details


## FACEBOOK GROUP MANAGEMENT

Manage the chat and take action on people who go against the FB policy rules.



# PORTFOLIO

Below are some examples of projects I LOVED working on:



### Soiree Unlimited


#### Creating Unforgettable Moments

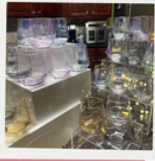


We are dedicated to turning your dream events into reality, crafting bespoke experiences that reflect your unique love story and create lasting memories for you and your guests.

#### Tia's Sisto Circle Testimonial

I had the pleasure of working with Gigi Smith for our Tia Sisto Circle event, and I couldn't be more thrilled with the results. From start to finish, Gigi's attention to detail and creativity transformed our vision into an unforgettable experience. Her seamless coordination and professional approach made the entire planning process stress-free. Our guests were raving about the event long after it was over. If you want an event planner who goes above and beyond, Gigi Smith is the one to call

-Tia

 [Visit Our Website](#)






# Testimonial

TUESDAY

 THE TASK GURU



Simple Money  
LOANS

Hard Money, Soft Terms.

MARCH 8: TODAY IS

## INTERNATIONAL

*women's day!*

**Here's to strong women:**

**MAY WE KNOW THEM.**

**MAY WE BE THEM.**

*may we raise them*

Simple Money  
Loans



# dear self,

**THE TIME IS NOW  
TO TRAVEL THE WORLD**

SHADES OF FAVOR





# PORTFOLIO



## SHADES OF FAVOR

**MOUNT KILIMANJARO**  
**FEBRUARY 27 - MARCH 15, 2025**

We are thrilled about our forthcoming journey to Tanzania, Mount Kilimanjaro, "The Roof of Africa." We are finalizing the details of this extraordinary expedition. Here are the dates:

February 27 - March 9, 2025: The Climb  
March 10 - 14, 2025:  
Safari in Ngorongoro Crater and Serengeti



### MOUNT KILIMANJARO 2025

As I have summit Mount Kilimanjaro twice (2021 and 2022) I have designed this adventure from what I've learned from personal experience along with the professional guidance of our Tour Operator, Mamaland African Safari. This is a local (Tanzanian) Woman owned company, whose values align with Shades of Favor "Lifting as we climb".

It is our goal to have all women adventurers and at least fifty percent of the staff, (Porters, Guides and Chef) to be women. We have also decided to make this a small group for a more unique bonding experience.

# PRICING

| PACKAGE ONE                                      | PACKAGE TWO                                      | PACKAGE THREE                                    |
|--|--|--|
| <b>\$375</b><br>(per month)                      | <b>\$600</b><br>(per month)                      | <b>\$1200</b><br>(per month)                     |
| 10 hour of<br>Virtual<br>Assistance<br>Per Month | 20 hour of<br>Virtual<br>Assistance<br>Per Month | 30 hour of<br>Virtual<br>Assistance<br>Per Month |
| Include all services<br>listed above             | Include all services<br>listed above             | Include all services<br>listed above             |

\*Additional hours will be charged at \$35.00 per hour,  
or you may choose to upgrade to the next package tier.

| Hourly Rate                          |
|--------------------------------------|
| <b>\$35.00</b><br>an Hour            |
| Include all services<br>listed above |



# TESTIMONIALS



"I cannot stress enough how important Ebony was to the growth of my business. She efficiently handled social media management and administrative tasks with a friendly attitude. Ebony completed all tasks on time and was an asset to my team. I highly recommend her services

DIANA K. SHADE OF FAVOR, LLC

"Ebony is wealth of knowledge and truly cares for her clients. She has incredible work ethic striving to help others businesses with all of their administrative needs! I highly recommend!"

GIGI S. , SOIREE UNIMITED, LLC



"Wonderful and polite with a lot of knowledge!"

Kyndal S. Hard Money, Soft Terms



*let's do  
this!*

**Ready to take your  
business to the next level?!**

**Click here to book  
a call with me!**



If you have any additional questions,  
don't hesitate to email me [ebonyhinton@taskgurusol.com](mailto:ebonyhinton@taskgurusol.com)