

VirtuallyNobil LLC

Detailed Services

BUSINESS ASSISTANCE

EMAIL MANAGEMENT
CLIENT CORRESPONDENCE
CLEAN-UP | ORGANIZATION
IMPORTANT VS. NON-IMPORTANT

CALENDAR MANAGEMENT
STREAMLINING
MAINTENANCE

BLOG MODERATION
BLOG POSTING, EDITING & REMOVING
ENGAGEMENT (IF APPLICABLE)

BOOKKEEPING
SCHEDULING
FOLLOW UP'S
DATA ENTRY
INVOICES

TRAVEL | EVENT ARRANGEMENTS
TRANSPORTATION
HOTELS | LODGING
EVENT PLANNING | ASSISTANCE
EVENT COORDINATING/MANAGEMENT

CUSTOMER SERVICE
EMAIL | COMMUNICATIONS
APPOINTMENT SETTING
FULFILLMENT | SUPPLIES
THANK YOU-S | FOLLOW-UPS

SOCIAL MEDIA-ENGAGEMENT
INSTAGRAM | FACEBOOK
YOUTUBE | TIKTOK
+ PER REQUEST

MIGHTY NETWORKS
CREATION & MANAGEMENT
COURSES | COMMUNITY

APPLICATIONS

ACTIVE CAMPAIGN	iPASSWORD
ASANA	HELLOSIGN
CALENDLY	STRIPE
CANVA	TEACHABLE
CLICKFUNNELS	VIMEO
GODADDY	WORDPRESS
GOOGLE SUITE	YAHOO
GUSTO	ZOOM

MS OFFICE | OUTLOOK, WORD, EXCEL, POWERPOINT

Additional applications available upon request

Adapting to applications you have or may need

DRAFTING + EDITING

EDITING & PROOFREADING
WEBSITES/SOCIAL MEDIA
BLOG POSTS
NEWSLETTERS
BOOKS
RECIPE, ETC.

GHOSTWRITING
WEBSITE CONTENT
JOURNALISTIC WRITINGS
COLLECTING & EDITING TESTIMONIALS
LETTERS & BUSINESS CORRESPONDENCE