



angie askelsen

101 Virtual
Assistant Tasks



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Administrative

- Research
- Data Entry
- Book Travel
- Draft Emails
- Transcription
- Create Reports
- Answer Phones
- Meeting Minutes
- Prepare Agendas
- Customer Service
- Prepare Slideshow
- Email Management
- Make Appointments
- Set-up Spreadsheets
- Organize Information
- Send Thank You Cards
- Calendar Management
- Handle Customer Inquiries
- Train New Team Members
- Recruiting For Team Members
- Research Speaking Engagements
- Schedule Speaking Engagements

Finance

- Bookkeeping
- Send Invoices
- Issue Refunds
- Expense Reports
- Process Payments
- Update Profit & Loss Statement

Tech

- Monitor Links
- Build Websites
- Update Plugins
- Add New Pages
- Troubleshooting
- Customize Themes
- Reply to Comments
- Monthly Management
- Track Website Metrics
- Create Payment System
- Website SEO Optimization
- Create Membership Website

Social Media

- Upload Posts
- Topic Research
- Schedule Posts
- Create Graphics
- Keyword Research
- Social Media Audit
- Report on Analytics
- Set-up Facebook Ad
- Proofread/Edit Posts
- Set-up New Accounts
- Create Content Calendar
- Manage Editing Calendar
- Engagement With Audience

Marketing

- Set-up Webinars
- Create Email Lists
- Create Sale Pages
- Set-up Sales Funnels
- Create Landing Pages
- Create Marketing Plan
- Update Subscribers Lists
- Manage Product Launches
- Schedule Email Campaigns
- Write Product Descriptions
- Provide Webinar Tech Support

Other

- Video Editing
- Video Production
- SEO Optimization
- Podcast Launches
- Podcast Production
- Project Management
- Research Influencers
- Create Course Content
- Set-up New Client Systems
- Monitor Competitor's Campaigns
- Set-up Project Management Systems
- Create Standard Operating Procedures

Pinterest

- Schedule Pins
- Create Graphics
- Enable Rich Pins
- Monitor Analytics
- Clean Up Account
- Keyword Research
- Set-Up New Account
- Create Group Boards
- Write Pin Descriptions

Writing

- Write Blog Posts
- Content Creation
- Write Newsletters
- Repurpose Content
- Write Website Pages
- Proofreading/Editing
- Write Email Campaigns
- Create Content Calendar

Graphic Design

- Design Logos
- Design Opt-Ins
- Design Banners
- Design Book Covers
- Design Course Content
- Design Fliers & Brochures
- Design Social Media Posts
- Design PDFs & Worksheets

