



# Christina Nelson

Virtual Assistant focused on Customer Support and Technology

Virtual Assistant services include, but are not limited to, the following (all services are provided remotely):

- Email management
- Social Media account set-up & management (you provide content) - Video Marketing set-up, consultation & light video/audio editing - Email marketing set-up & scheduling (you provide content) - Graphic design-minor
- Executive Assistant services
- Personal Assistant services
- Data entry
- Statistics/Analytics reporting
- Website Audit
- Website content updates
- WordPress Website design- updates or complete redesign - WordPress plugin & site updates
- WordPress Website backups, troubleshooting and maintenance
- Consulting on and then Implementing systems to organize your business
- Managing team members
- And more!