



If you don't find on this list what you need please let me know the task or project ~ I'm flexible. Email me with a short description of your need and I'll send you back a quote. socialin Fairfaxva@yahoo.com

Realtor Virtual Assistant Services I can do your research, your list building etc. Whatever task you need so you can be meeting with prospective buyers/seller's.

About: Providing Virtual Assistant Services including social media creation/curating and all administrative project work. Contact me and we can discuss different ways I can help you build your social media presence.

- Social Media Marketing including Website, Blogging, Facebook, Twitter, Pinterest, Flickr, YouTube, LinkedIn, Google+, Search, small business, entrepreneurs.
- Helping individuals, businesses and organizations to understand, manage, and succeed in social media. Social Media relationship building to bring customers to your business, product or service takes a great deal of time and detailed strategic ...work.
- Do you really have that kind of time? I understand you need to be meeting with clients, managing your staff and/or managing your own work. Tending to the administrative tasks that are involved with managing your online social networks can be daunting - but an important one for your business exposure.

***We can start big or small, by the month or by the project. There are millions of people out there to be found that will purchase your product or service. Let's reach them together through SOCIAL. ***

SERVICES:

REFERRAL SERVICES *Client search and refer (according to niche market) *Referral fee % dependent on *your* service fee to your customer

*******Realtor Virtual Assistant Services*******

Social Media Virtual Assistance: *Set up Social Networking Profiles Customize Profiles Maintenance of social networking profiles Recommendations for using social media for marketing and increasing brand/online visibility LinkedIn- Set up profile, optimize profile, research relevant groups, find relevant Questions & Answers Facebook- Customize and optimize a business fan page, suggest ways to promote, track and analyze Insights data to find out who your fans are and what type of content they like, help create a publishing calendar. Twitter- Set up account, optimize current account, help find targeted followers, assist with promotion of account. Pinterest- Set up profile and Pin boards. YouTube- Posting videos online. Set up video profiles/accounts. Set up Google+ profile and Google+ Page for Businesses*

ADMINISTRATIVE ASSISTANT SERVICES

- Editing and Formatting Expense Reports
- Email Reminder Service
- Internet Research Mail Labels and Mail Merges Mailing
- List Maintenance
- Procedural Documentation
- Typing/Word Processing & Data Entry

CONTACT ME : SOCIALINFAIRFAXVA@YAHOO.COM <https://www.about.me/carladeter>
<https://www.facebook.com/pages/Socially-Your-Virtual-Assistant/141993145969976>