



# Virtual OFFICE Resources

Your business...virtually simplified

## Who's Driving your social Media and Internet Marketing Bus?

According to recent research by Cone, 95% of Americans expect businesses to have a social media presence and 85% believe that they should also be interacting with consumers via social media.



Creating and maintaining your online presences takes time, effort and expertise. To effectively utilize the social media networks and online marketing resources,

you need to understand the culture and purpose of social media and Web 2.0 internet marketing.

As your internet marketing and social media virtual assistant, my expertise and knowledge can help promote your business online and drive traffic to you.

## Available Services:

- Set up and maintain social media/networking profiles- such as your Facebook business page or your Twitter account.
- Edit, format and update blog posts, moderate comments
- Search Engine keyword research
- Competitive Analysis research
- Email newsletter campaigns and auto responders
- Track web analytics statistics and conversion goals
- Create and conduct online survey research
- Upload videos and track visitor/view statistics
- Article marketing/submission
- Press Release submission and tracking
- Link building
- Daily tracking of new blog post or new related to your business or industry.

## What People are Saying:

Kimberly completed my project perfectly; in fact, she went above and beyond what I'd ask for. I'd work with her again without hesitation.

Michael Gelb, Psychiatrist  
Portland, OR



### Internet Marketing Virtual Assistant Certified

This certification indicates the completion of Internet marketing training program.

See my online IMVA profile at the link below.

C O N T A C T M E

## For a free initial consultation:

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Follow me on Twitter:

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Manage those online and social media marketing tasks  
And get back to your true business passions.  
Expand your vision and goals!