
VIRTUAL ASSISTANT SERVICES

- **Copy-editing and proofreading of existing literature – documents, promotional materials and website copy**
- **Content writing for promotional materials, leaflets and brochures**
 - **Copywriting**
 - **Newsletter writing**
 - **Blog writing**
- **Social media content writing, including hashtag research**
 - **Website audits**
 - **Data management using Microsoft Excel**
 - **Minute taking**
- **Creation of Canva graphics for promotional materials and social media**
 - **Document creation**
 - **Editing and updating of existing documents**
- **Social media account set up and content creation**
 - **General administration**
- **£35 per hour**



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