



Jennifer Beam

Virtual Assistant

My work is always specific to your needs!



Pine City
Minnesota



612.300.5158



jbeamassistant@gmail.com



Hourly Rate: \$20

Services Offered

Administrative Assistance

Correspondence | Email Management
Schedule/Calendar Management | Documents
Employee Manual or Welcome Packets | Forms/Presentations
Data Entry | Internet Research | Mailings/Packets
Newsletters | Monthly Follow-Ups | Blog Posts
Event Planning | Proofing | Editing
Blog Management: Siteground and WordPress Set up/Management

Social Media (Marketing)

Pinterest Business Page Set up/Manage
Facebook Business Page Set up/Manage
Twitter Profile
Instagram Profile
LinkedIn Set up/Manage
Facebook Parties/Event Management
Create posts, announcements, etc.

Photography (Marketing)

Photography and Editing– dependent on your needs
Business Cards
Flyer/Brochure Design
Pinterest Boards, Pinning
Newsletters

Background

I have over 10 years of Administrative and Management experience in the Operations and Customer Service Fields. Including being head of a Service Operations Department. I know how important this type of work is and how fast follow up needs to happen. My main priority are your needs.

I look forward to working with you and building a fantastic business relationship.

