



Virtual Assistant Services

My Background

I have a Bachelors Degree in Sustainable Development as well as over 6 years of Office administration experience. I also have worked for the past three on my own online businesses.

After starting a green online directory for my local city, and a successful sustainability consulting business, I recently set up my passion project business at www.jamievanjones.com. I educate and inspire people to live a lighter more eco-friendly and natural life. As I create content and strategise my business, I have been doing Virtual Assistant work, where I can use my skillset and help other entrepreneurs achieve their goals and get their business in front of their ideal clients.

Services

Social media:

Facebook: ads, content creation, scheduling, management

Instagram: regular posting, content creation, tools to gain followers

Twitter: regular posting and content creation

Pinterest: content creation, posting, sharing and linking back to your business.

Periscope: Setting up account and gaining followers

You Tube: Branding and leveraging your account to gain more followers and have your videos seen.

Creation of a Social Media Strategy and Scheduling calendar using Edgar, Buffer or Hootsuite

Graphic Creation:

Experience with Photoshop, Canva, Pic monkey, and WordSwag to create fast and effective blog and social media graphics.

Website Design and Updates:

Wordpress:

Setting up a Wordpress website to suit your business needs

Updating websites

Uploading and formatting blog posts

Squarespace: Website updating

I have created 6 websites using various Wordpress themes, and I have learnt how to make Wordpress work for functional website design.

Mailchimp:

Newsletters

Automation and syncing Mailchimp with content delivery

Copywriting

Creating blog posts, newsletters, sales pages that suit your brand and speak to your ideal clients.

Leadpages: Competent in creating high converting sales, video series and opt in pages



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Experience using:

Wishlist
Aweber
Woocommerce
PayPal
Xero
Hellobar
Infusionsoft (basics)
and I am able to learn many other software and programs quickly.

Basic Video Editing:

imovie
audacity
windows movie maker

Administrative tasks:

Customer relations and email responses
Booking and invoicing
Creating efficient systems to streamline everyday business tasks

My availability is Monday to Friday.

I am based in Perth , Western Australia (GMT +8) and I work from 9 am to 5 pm.

If you have any questions at all, please feel free to contact me. I look forward to hearing back from you.

Regards,



Jamie Van Jones

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