

FC PORTFOLIO ONE

LIZ MAHIDLAWON

WHAT ARE YOUR CHOSEN NICHES?

- ➡ General Virtual Assistant
- ➡ Transcription
- ➡ Social Media Management
- ➡ Graphics Design
- ➡ Content Editor/Proofreader
- ➡ Search Engine Optimization

WHAT ARE THE TASK YOU CAN DO?

Main Service

- ➡ Virtual Assistance
- ➡ Transcription
- ➡ Data Entry
- ➡ Calendar Management
- ➡ Email Management
- ➡ Online REsearch

Sub-services

- ➡ Social Media Management
- ➡ Search Engine Optimization
- ➡ Content Editor/Proofreader
- ➡ Graphics Design





Name of Business:

VirtualLize

Virtual Assistant Services

Address:

**Montevista, Davao de Oro,
Philippines**

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Mission

To provide customized and effecient quality of virtual services to clients.

Vision

Work together with clients as their Virtual Assistant bringing forth standard quality and productivity to continual advancement of my client's business.

Goal

Provide administrative services to clients while operating remotely and create solid relationship so that clients can make referrals and never stop learning news skills for business success.

Tagline

Get organized and save time? Get a VA!

Keywords

- Virtual Assistant Services
- Freelance Virtual Assistant
- Remote Assistant Services
- Virtual Secretary
- Virtual Support Services
- Virtual Assistant Quality Services
- Hire Virtual Assistant in the Philippines
- Online Administrative Assistant
- Virtual Assistant Services Upwork
- Affordable Virtual Assistant

Logo Details

Font: Glass Antiqua

Color:



Aqua



Purple



Fuchsia



Black



White