

Need some ideas on what Clark Virtual Business Solutions can do for you?

Administrative

- Desktop publishing (create presentations, flyers, and documents in Microsoft Office)
- Document formatting (You create the document, I make it fancy!)
- Document conversion (change documents to and from PDFs, Word to Excel, Excel to Word, etc.)
- Database management (creation, input, and update of database information)
- E-mail Management (check, answer, create templates/campaigns, manage contacts)
- Schedule Management (make and confirm appointments, set-up appointment reminders)
- Client Management (check voicemail, return calls, touchbase with clients)
- Prospects Management (research prospects before meetings, business endeavors, etc.)
- Network Management (Do you keep in touch with the people in your network?)
- Project Management (Make sure that any project you have is delivered on-time and on-budget!)
- Goals Management (Need an accountability buddy to keep you on track to make those goals?)
- Project Research (Research any information that is needed to get that project done!)
- Office Management Research (Are you using the best tools - CRM, software, etc. - for you?)
- Office Supplies Ordering and Research (Are you using the best tools in your office for you?)
- Events Research (Looking for some networking events? Let me find ones that are good for you.)
- Scanning of documents or photos
- Organizing Online Files
- Proofreading and Editing of Documents
- Event & Meeting Planning (event scheduling, promotion, and follow-up)
- Repeatable to-do tasks that keep popping up week after week

Marketing

- E-mail Newsletters (creation and management of your e-mail list)
- Social Media Management (How often do you post on social media for your business?)
- Online Community Management (Do you have a group on social media just for your clients?)
- Social Media Interaction (How often do you interact with your clients and network?)
- Social Media Graphics and Posts (create posts and basic graphics for your profile)
- Social Media Calendar (What and when do you post on social media for your business?)
- Social Media Profile Review (Is your profile complete? Are you on the right platform?)
- Marketing Planning (Need ideas on what to do to market your business?)
- Marketing Review (Are you using the best platform to reach your target audience?)
- Marketing Implementation (Have the marketing ideas, but just need someone to do it for you?)
- Online Promotion of Events
- Research Social Media Content (information and images)
- Research PR Opportunities
- Research Your Competitors

SendOutCards

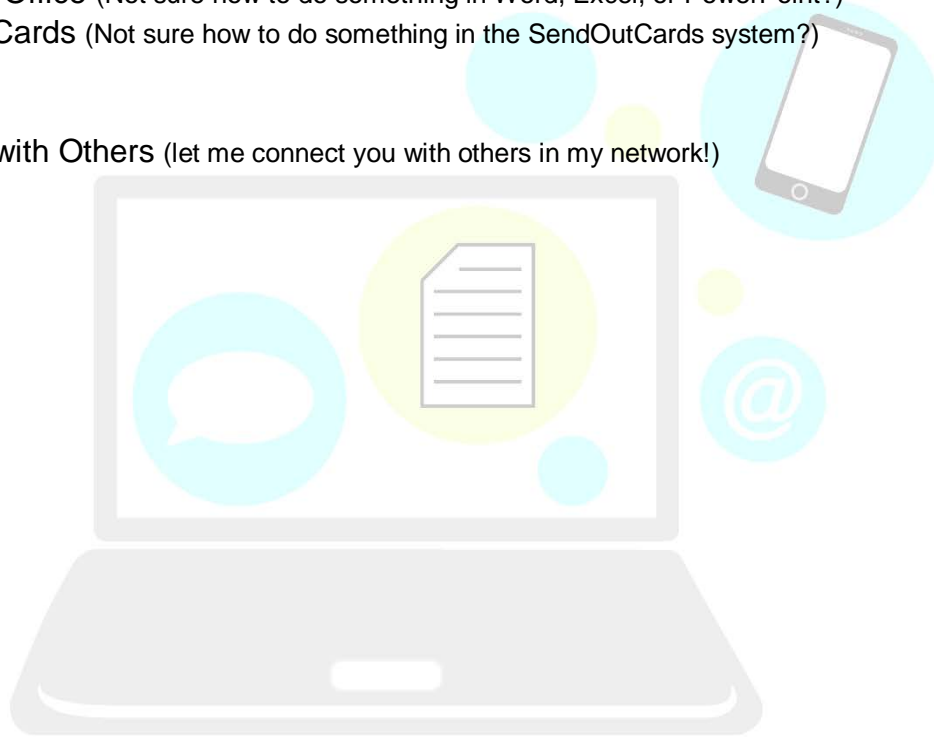
- Monthly Maintenance of Account (I'll do it all for you!)
- Marketing Plan using SendOutCards (Get the most out of the system!)
- Creation of Customized Cards (I create, you send!)
- Management of Database in System (importing and updating)
- Management of Campaigns (I create, you implement!)

Training

- Social Media (Not sure how to do something in Facebook or other platform?)
- Microsoft Office (Not sure how to do something in Word, Excel, or PowerPoint?)
- SendOutCards (Not sure how to do something in the SendOutCards system?)

Networking

- Connect with Others (let me connect you with others in my network!)



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