

## *Social Media*

KEYWORD RESEARCH  
CAPTION WRITING  
PROOFREADING  
IMAGE DESIGN  
SCHEDULING  
CREATING TEMPLATES  
INFOGRAPHIC CREATION  
FORUM MONITORING  
BRANDING  
REPURPOSING CONTENT

## *Wordpress /Email Marketing*

FORMATTING  
EDITING  
PROOFREADING  
SEO  
SCHEDULING  
FORMS  
AUTOMATIONS

## *General Admin*

ONLINE RESEARCH  
PODCAST SUPPORT  
ONLINE EVENT SUPPORT  
DATA ENTRY  
CREATING TEMPLATES  
CREATING GUIDES  
TRANSCRIBING VIDEO  
DOCUMENT EDITING  
CREATING SOPs  
COPY/CONTENT WRITING



YOU CAN DO IT. I CAN HELP.

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