Work examples:

1. Article Writing

Hello and welcome

I am a writer with more than 19 years' of experience in writing and 5 years' of expereince writing as a blogger and content writer helping hundreds of people build a voice for their businesses or projects.

My expertise includes writing articles and many other forms of content that are informative, valuable, conversational and optimised for all search engines. So, for your needs I will write an article of 500 words (or more) that will:

1. Increase your brand awareness

2. Encourage new customers and current customers to engage with the brand

3. Build trust and establish authority online in your industry

The best thing about content is that it never fades away. That is why having world-class content on your website actually matters!

I can write about ANYTHING YOU WANT ME TO! It's just $5 for 500 words and $15for 2000 words!

I want to assure you that my turn-around time will be one of the best in the market!

The articles will be:

(1) 100% ORIGINAL AND UNIQUE

(2) PASSING DUPLICHECK

(3) PROMOTING THE TONE OF YOUR BRAND

Let's build success TOGETHER!

1. Virtual Assistance

Hello and welcome!

Need a virtual assistant who can offer you great skills for your virtual assistance needs?

Well, look no further!

Yes, you are in a right place! Seat back and let me do it for you.

Here are my services:

Cold calling

Customer service support

Document editing

Web Research

Retype Scanned Pages or PDF

Handle emails

Data Entry

Answer client enquiries on a website

Build a database of business contacts

Minute-taking for video/Skype conferences

E-commerce listing

Cold Calling

Web Scraping

Data Mining

Manage and add products to your website

Microsoft Office (word, excel, notepad, ppt, etc)

Travel booking

Event Planning

Social media management (Facebook, Twitter, etc.)

Photo editing

Data Research

Copy/Paste

Mailing list creation

Contact Research

PDF to Excel

B2B Lead Generation

Email Research for B2B purpose

PDF document editing

Any general admin support

Anything you might need help with, just ask

Why should you trust me and what type of benefits you will get?

Error free data processing.

Quick turnaround time

100% money back guarantee

Let's build success TOGETHER!

1. Project Management

Hello and welcome!

Having 5 years' of commercial experience and currently working in one of the world's most established and largest management consulting firm, I have extensive experience in managing the finances of a project.

I can now use this to help you find your project financial solution!

If you are worried that you may have gone over budget, or simply need a view on where you're at with all the spreadsheets of project financials, you have come to the right place!

My services include:

- Project Revenue Financial Model

- Pricing Tool Model

- Project Margin

- Project Health Improvement

- Resource Plan Management

- Vendor Management

- Invoice/Cashflow/Payments Management

Feel free to contact me before placing your order if you have any questions!

You can trust me with your project/program/portfolio financials!

Let's build SUCCESS TOGETHER!

1. Transcription

Hello and welcome!

I am a native English speaker with a sharp understanding of communication and language. With 19 years' of transcribing experience, I will be able to transcribe any of your transcription projects!

Need an accurate transcript for your audio or video? I am your solution!

Allow me to transcribe your audio and provide you accurate transcripts and let me help you reach your business/project goals through the help of my transcription services.

What are my goals with each transcript?

Speed

Accuracy

Confidentiality

Each transcript is properly formatted. Strict grammar and punctuation rules are adhered to and of course, file security is something I take very seriously.

Have any transcription queries? Send me a message. Let's discuss what you need to get done. I will address any concerns you have.

I am very responsive, and we will constantly be in touch so that I can reassure you every step of the way that your product is being delivered!

Can't wait and need something rushed? Check out my packages above and enter minute count to compute for the cost.

Let's build SUCCESS TOGETHER!

1. Proofreading/Editing

Hello and welcome!

I am a native English speaker with 19 years' of proofreading and writing experience. You can trust me to proofread and edit your document to single out grammar, punctuation and syntax errors accurately!

In this gig, I will provide you with a minimum of 1,000 professionally edited and proofread words in less than 24 hours. No other provider on here provides such a quick turnaround!

Above all, I have a strong passion for proofreading and editing, which will ensure that I take on your requests with pride and deliver top quality!

My services include:

Editing services by ONLY ME (I do not outsource)

Prompt replies and a finished product returned in less than 24 hours, if urgent

Tracked edits in Word Document

Expert feedback on the provided document

Unlimited access for asking me questions

I have experience editing and proofreading legal contracts, professional services documents, blogs, scientific documents and social media posts.

You can trust me with your document and expect quality delivery!

I am very responsive, and we will constantly be in touch so that I can reassure you every step of the way that your product is being delivered!

Let's make SUCCESS TOGETHER!