SERVICES

+ RATES

MEDIA MANAGEMENT

Social media scheduling
Hootsuite
Facebook group management
Content creation
BLOG MANAGEMENT
Scheduling blog posts
Responding to blog comments
Manage editorial calendar

RATES + PACKAGES

Hourly Rate - Best for clients that only need help with small projects. Payment of the first hour required up front. $50 per hour.

Flat Rate - Based on the scope of the project. Requires a 50% deposit.

Packages- Best for clients that have consistent projects with multiple services.

Any unused time expires after 30 days
Admin 10 - 10 hours: $380
Admin 15- 15 hours: $600
Admin 25 - 25 hours - $1000
Admin 50 - 50 hours - $2000

ADMINISTRATIVE

Appointment setting
Calendar management
Email Management
Website management
Client followup
Special projects
Travel research & booking
Email management
Events management
Conference materials
Online shop management

PROGRAMS + SKILLS
Hootsuite
Mailchimp
Microsoft Office
Canva
Google Drive
Pinterest
Instagram
Facebook

WRITING
Editing
Resume writing
Proofreading
Website/promotional materials
Landing pages
Speaker Kits

NEWSLETTERS
Newsletter design
Newsletter content creation
Email automation
MailChimp