

Zakiyah Kelly

virtual assistant

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AREAS OF EXPERTISE

- Social Media Management
- Blog Writing
- Transcription (English)

PERSONAL PROFILE

A savvy online marketer who excels at assisting entrepreneurs with tedious business tasks. Very persistent, with great communication skills.

SOCIAL MEDIA MANAGEMENT

My social media management services are designed to help entrepreneurs maintain and grow an online presence for their blog or business. They are great for those who have content to market, but aren't sure how to market it, or simply don't have the time.

I will craft captions to market your content and use the appropriate hashtags to reach your ideal audience. I will also provide a 30 day status report of my results. I offer part-time and full-time packages for Facebook or Twitter management for a period of 30 days.

Part-time \$79

Facebook: 10 post

Twitter: 100 tweets

Full-time \$197

Facebook: 30 post

Twitter: 300 tweets

BLOG WRITING

If you are looking for someone to compose content for your website's blog, I can conduct research and compose blog posts on a variety of topics that will uniquely target and attract your ideal audience.

Each blog post comes with a branded Pinterest image.

\$45 - 300 words

\$75 - 500 words

\$120 - 750 words

\$175 - 1000 words

TRANSCRIPTION

My transcription service is ideal for entrepreneurs who wish to convert an English video/audio file into text. The transcription will be sent in plain-text format and will consist of all words spoken (including filler words "ummm" "uhhh"). This service is not for partially transcribing files, or files that contain more than one speaker. Acceptable files: mp3, mp4, wmv.

Price: \$1 per minute

Turnaround time: 12 hours per 30min increment