

Freelancing Branding Template

Name of Business: JMC Virtual Assistant

Address: Basay, Negros Oriental – Philippine

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Email: mariejeselc@gmail.com

Contact Person: Marie Jesel Culagbang

Mission: To provide customized **virtual** business management and support services to Business owners and to invest in and constantly grow our skills and professional development.

Vision: To be a viable, friendly, and efficient VA business that is proud to assist other business owners in planning and implementing strategies for success.

Goal: Supports your business remotely by completing administrative tasks you delegate, handle a routine, systemized tasks for your business.

Tagline: Helping to make your business run smoother.



Logo:

Main front style: Kollektif

Other front style: Aileron Regular

Main Color: JMC Virtual Assistant Color Palette

JMC Virtual Assistant Color Palette



Services/ Product Offered: We provide the following Online Services

1. Data Entry
2. Admin Task
3. Email Marketing
4. Appointment Setting and Calendar Management
5. Social Media Management and Marketing
6. Social Media Account Creation
7. Transcription
8. Lead Generation
9. Simple Website Creation

Days Open: Monday to Friday

Hours Open: 8:00 AM – 5:00 PM

Target Market Info:

1. Niche Market
2. Business Owner
3. Location: USA, UK and Australia

Social Media Site:

Facebook: <https://www.facebook.com/MJC-Virtual-Assistant-108661404222917>

Twitter: <https://www.instagram.com/mjcvirtualassistant/>

LinkedIn: <https://twitter.com/mjcvirtual>

Instagram : <https://www.linkedin.com/in/mjc-virtual-assistant-2078b31ab/>

Website:

Competitions:

How can you be the best? Offers?

- Time Management
- Values
- Self-Directed
- Stay Focus