

SERVICES PORTFOLIO

VIRTUAL ASSISTANT SERVICES

Meet Eva Oliva, your virtual right hand
for your business

**OUTSOURCE WITH EVA OLIVA
ONLINE VA SERVICES**

For more info, call Eva at 941-243-7873





EVA OLIVA

Founder of



Hello and Welcome!!

Eva Oliva, Founder of Eva Oliva Online Virtual Assistant Services here. Congratulations in growing your business and being successful at it, but now you realized you are overwhelmed and have too much on your plate, I can help you with that!

Eva Oliva is an entrepreneur-minded virtual assistant, who serves law firms and small businesses in all areas to succeed in administrative support, social media management, customer service, among other services. If you've become overloaded with all the business tasks you both love and loath doing, then you have found the right person!

I am here to get the "To-Do-List" done for you, as a business owner, your main responsibility is to focus on building your business. My responsibility is make your life easier and your business run smoothly, with my virtual assistance expertise I can make that happen.

Review my services in the next few pages. I can't wait to work with you

MY SERVICES INCLUDE



ADMIN SUPPORT

- Data entry
- Memo, Letter & E-mail drafts
- Appointment booking
- Online file management
- personal/business agendas
- Creating forms, slideshows, spreadsheets

TRAVEL PLANNING

- Service arrangements
- Appointments
- Flights, accommodations and restaurant reservations
- Event bookings
- Any and all travel planning

TIME OPTIMIZATION

- Calendar Management
- Email Management

CUSTOMER SERVICE

- Setting up a support desk
- Handling customer inquiries
- Operating live chat
- Following up on customers inquiries
- Preparing meetings
- Communication with clients in a timely manner

MY SERVICES INCLUDE



FINANCE OPTIMIZATION

- Light Bookkeeping
- Billing and Invoicing
- Expenses reporting

MARKETING AND SOCIAL MEDIA MANAGEMENT

- Social media research
- Designing social media posts
- Setting up publishing schedule
- Connecting with followers

LEGAL PREPARATION

- Managing case files
- Document proofing and cite checking
- Drafting and submitting legal documents
- Litigation calendar management
- Trial preparation

ONBOARDING & ORIENTATION

- Personalized onboarding paperwork & orientation, and guides for employees
- Human resource tasks
- Recruitment for events



CHOOSE THE PACKAGE THAT WORKS BEST FOR YOU AND/OR YOUR BUSINESS

STARTER-PACK

\$270

10hrs/Month

Choose 3 services

Perfect for the busy business owners who needs little extra support or a part time dedicated assistant for their new or existing business

VIRTUAL-HELPER

\$550

20hrs/Month

Choose 5 services

Perfect for the busy business owners who needs help organizing and streaming their day both personally and professionally

EXPERT-PACK

\$800

30hrs/Month

Choose 10 services

Perfect for the busiest business owner, a powerhouse assistant dedicated to your needs with priority turnaround and first class service

Disclaimer: hours can be agreed on a weekly basis

No Commitment Pre-paid Rate \$30.00

Ideal for those who aren't sure how many hours they'll need, or for a specific, short-term project which doesn't require prior scoping



4 REASONS WHY YOU SHOULD HIRE A VA

1

IT COSTS LESS THAN AN EMPLOYEE

Outsourcing to a Virtual Assistant costs much less than taking on an employee. You only pay for the hours you use and you don't have to pay for breaks, holidays or benefits!

2

USE YOUR TIME MORE EFFICIENTLY

A VA can take the pressure off of you by assisting with day to day tasks. This allows you to focus on your business growth, building relationships and making sales.

3

IMPROVE BUSINESS EFFICIENCY

A VA can help you streamline your business and get things done quicker! By outsourcing to someone with a specific skill set you are able to utilize their talents to make things happen quicker!

4

FIND A BETTER WORK-LIFE BALANCE

By taking care of some of the day to day tasks in your business, a VA can help you ree up more time to spend with your friends and family and tdo more of what you love.

You are a business owner and should concentrate in growth and not on admin tasks!

With tight deadlines, and running a business in full effect, the right administrative support is crucial. Hiring a good virtual assistant gives you the peace of mind to focus on what matters most-your clients.

**READY TO TAKE YOUR
BUSINESS TO THE NEXT
LEVEL?**



**Call me today
941-243-7873**

or

**Email me today
evaolivaonline@gmail.com**

**IF YOU HAVE ADDITIONAL QUESTIONS OR CONCERNS, YOU MAY CONTACT ME TO SET
UP A FREE ZOOM/FACETIME/SKYPE CONSULTATION**