CHRISTA PHILLIPS

VIRTUAL ASSISTANT SERVICES PORTFOLIO

WELCOME

I'm Christa

FOUNDER OF
CHRISTA PHILLIPS
VIRTUAL ASSISTANT

Christa Phillips Virtual Assistant serves the administrative needs of small or medium-sized businesses and independent professionals with a key focus on content creation and copywriting.

Allow Christa to create content so that you can increase your visibility and showcase your expertise because she can produce creative content that increases your brand recognition.

As a lifelong “theatre geek”, Christa has always been passionate about language and storytelling and thrives on creating and adapting material for new audiences. Improvisation in writing! She thrives on learning about and truly understanding a unique brand and its voice.

Christa Phillips

MY SERVICES

Administrative Duties

- Take inbound calls from clients about inquiries, transactions, and customer support.
- Respond to emails and forward important emails to employers.
- Transcribe documents, mail letters as necessary, and take personal notes.
- Make outbound calls to clients for updates, transactions, etc.

Personal Assistance

- Book and handle travel arrangements, car rentals, and hotel accommodations for conferences or out of town/overseas meetings.
- Organize meetings, work, and personal calendar activities.

Marketing Support

- Website maintenance and coordination with other Virtual Assistants and regular staff like writers, graphic artists, and designers.
- Set up PowerPoint presentations and spreadsheets for reports, charts, and graphs.

MY SERVICES

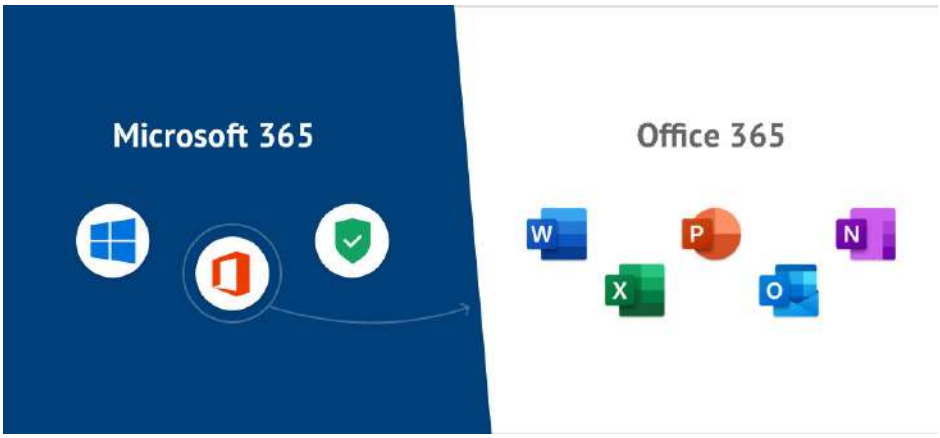
Professional Support

- Bank Details and Invoicing
- Accounting (Payables & Receivables)
- Handle business transactions or purchases and track expenses
- Bookkeeping – follow up on outstanding invoices or unpaid bills

Technical Support

- Handle website maintenance and updates or coordinate with the IT team when necessary
- Take meeting notes
- Research relevant industry-related news or advancements
- Recruit other VAs to build a strong and effective virtual team
- Handle scheduling and delegate daily tasks
- File and label documents digitally
- Database Entry

EXPERIENCED IN:



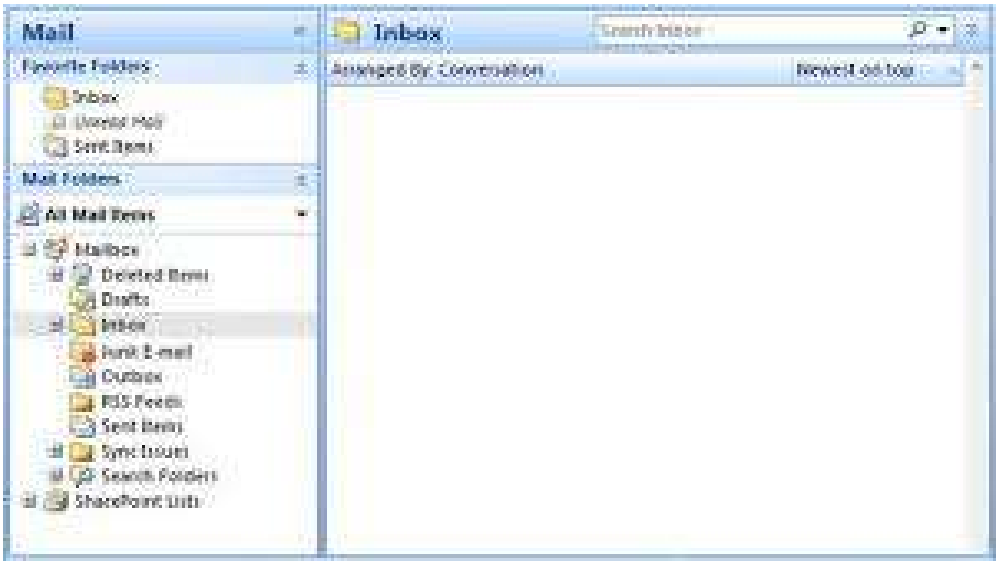
slack

Canva

slack

G Suite

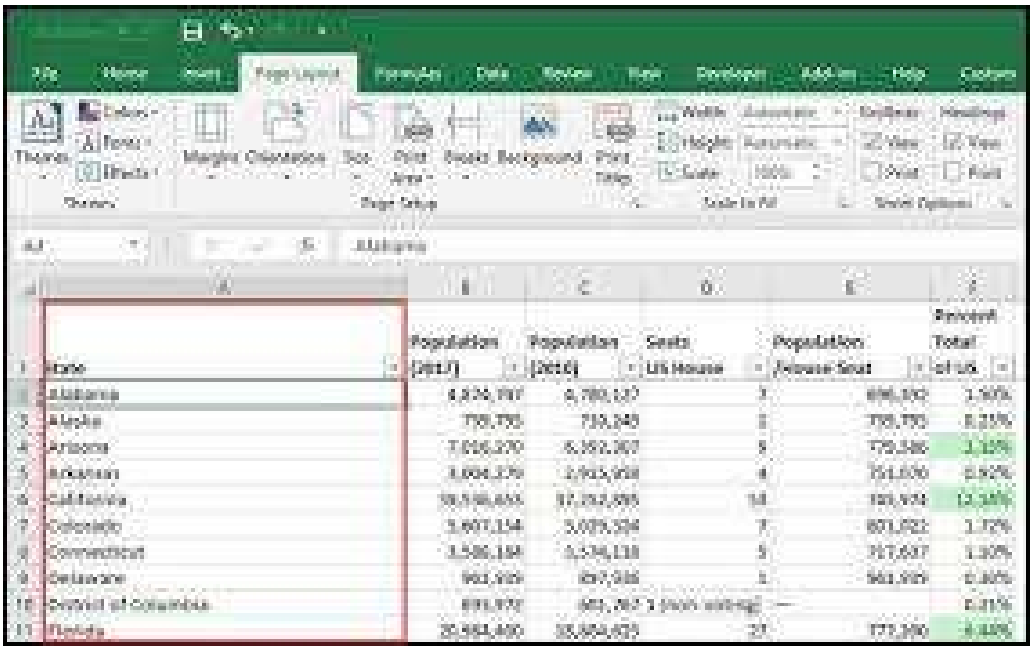
PORTFOLIO



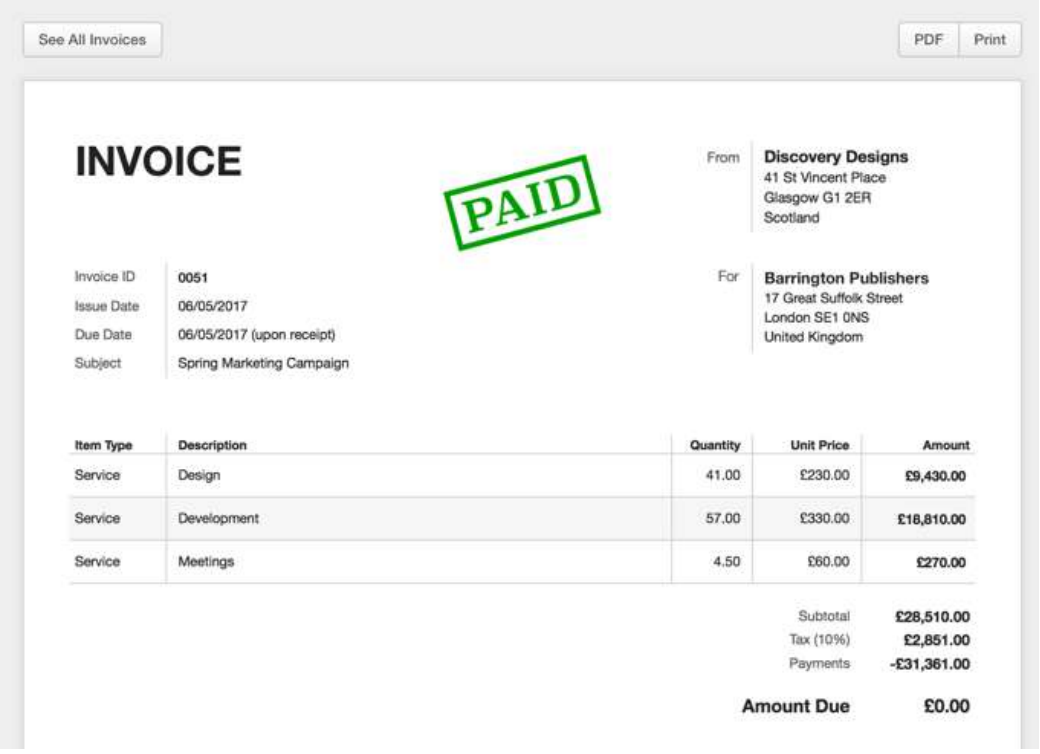
Inbox Management

Calendar Management

PORTFOLIO



Data Entry

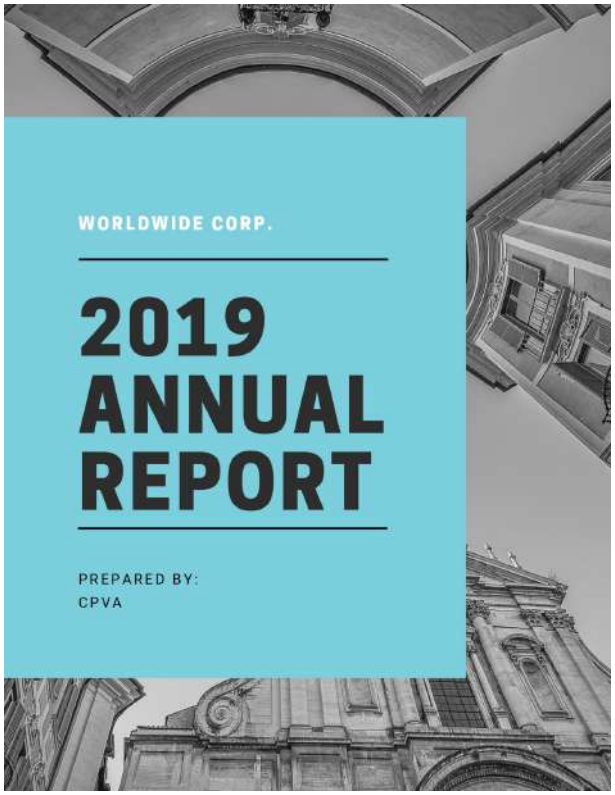


Invoicing

PROJECTS

Below are just some examples of projects I have enjoyed working on:

LinkedIn Ad



Presentation

Rack Card Sample

PRICING

Choose the package that works the best for you!

PACKAGE ONE	PACKAGE TWO	PACKAGE THREE
$550 (per month)	$750 (per month)	$880 (per month)
PACKAGE INCLUDES:	PACKAGE INCLUDES:	PACKAGE INCLUDES:
20 hours of virtual assistant services.	30 hours of virtual assistant services.	40 hours of virtual assistant services.

*Additional hours will be charged at $27.50 per hour, or you may choose to upgrade to the next package tier.

TESTIMONIALS

Trustworthy, reliable, and treats confidential matters with great care; Christa is a true professional who will be an asset to anyone needing a VA.

L. Karen Henderson,
Complyable Compliance Resources Inc.

I am happy to provide a character reference for Christa Phillips; she is bright, resourceful and dedicated. Christa's record of advancement throughout decades of administrative roles is enhanced by her creative talents which she has honed through delivering course materials, hosting in person and digital events, as well as theatre and voice-over projects. Christa's unique and broad skill set will enhance any business'day-to-day productivity and bring untold added bonuses.

Paula Pallone

TESTIMONIALS

I've never been so organized nor on-task as I was when I worked with Christa. Her assistance allowed me to focus on the bigger picture.

Linda Horn,
Art Director and Social Media Manager,
Post Publishers Ltd.

I've had the pleasure of working with Christa for many years. Christa's professionalism is apparent in everything she does. She has an unparalleled attention to detail which I find is an exceptional trait. Focused on building relationships to enhance the working environment, Christa's collaborative nature will meet and exceed your expectations as we enter a new realm of virtual work-spaces.

Susan Byrom,
Executive Director,
Community Investment & First West Foundation
First West Credit Union

LET'S DO THIS

READY TO TAKE YOUR BUSINESS TO THE NEXT LEVEL?

CLICK HERE TO BOOK A CALL WITH ME

If you have additional questions don't hesitate to contact me at hello@christaphillips.com