



Scott Services Group, LLC

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Administrative Support

- File management (in Google Drive, Dropbox, etc.)
- Data entry
- Creating reports
- Generating forms
- Preparing slideshows with narratives or music
- Drafting letters, emails, internal communication, etc.
- Preparing agendas
- Setting up spreadsheets
- PowerPoint Presentations
- **Other services please inquire**



Content Production

- Sourcing photos
- Editing photos
- Creating graphics
- Uploading posts
- Formatting posts to be published
- Proofreading posts
- Editing posts
- Drafting content
- **Other services please inquire**

Social Media

- Setting up new pages, accounts, groups, etc.
- Promoting new posts across various social media channels
- Promoting old posts via social media
- Promoting posts of others via social media
- Sharing images/videos/articles
- **Other services please inquire**

Email (Inbox) Management

- Setting up Gmail or other email client
- **Other services please inquire**



Finance

- Creating invoice templates
- Sending invoices
- Processing payments
- Bookkeeping
- Payroll
- **Other services please inquire**

Email Marketing

- Setting up auto-responders
- Scheduling email campaigns
- Newsletter creation
- Track email campaigns (click throughs, conversions, unsubscribes)
- **Other services please inquire**

Online Marketing

- Setting up webinars
- Providing tech support during webinars
- Creating newsletters
- Writing product descriptions
- Designing fliers and brochures
- Editing content
- Image editing (basic) for each audio or video piece
- Inserting audio or video files on blog or website
- **Other services please inquire**

Website Maintenance

- Setting up new sites (minimum 3 pages)
- Adding new pages
- Customizing themes
- Setting up integrations (with social media, mailing lists, etc.)
- Virtual event support
- **Other services please inquire**

