



hellojay

Virtual Assistant Services.

KEY SERVICES

General Administration

- Email management
- Calendar scheduling
- Data entry & database management
- Document formatting
- File management
- Basic bookkeeping & invoice tracking
- Process improvement & workflow setup
- Travel planning & itinerary coordination
- Online form creation

Creative Services

- Social media scheduling & content planning
- Graphic creation using tools like Canva
- Caption writing & hashtag research
- Blog post formatting & uploading
- Newsletter drafting & scheduling
- Landing page updates & basic website edits
- Support with launches & promotions

Event Management

- Timeline creation & task management
- Budget tracking & vendor coordination
- Booking venues, speakers, or service providers
- Creating invitations & managing RSVPs
- Communication with attendees
- Tech support for virtual events
- Post-event reporting & feedback collection
- Promotional support

Need something else? Feel free to reach out — I'm happy to discuss your requirements & let you know how I can support you. If it's not the right fit, I can help connect you with another VA or service provider.



HELLO,

I'm Jacinta. I'm an experienced administrative professional with over 15 years in a variety of industries including education, trades, real estate, law, and healthcare. I'm organised, resourceful, and dedicated - the kind of person people turn to when they need things done efficiently and done well.

BENEFITS OF PARTNERING WITH HELLO JAY

- *Scale* support up or down as your business needs it. Whether you have a busy week or quiet week, I have the flexibility to move at your pace.
- I have my own equipment, *no overhead costs* for you.
- Pay only for the *hours that you need*. Do you have consistent tasks to be completed each week or just a one off? I can do both.
- I'm *skilled and experienced* so I can do things effectively & efficiently, saving you time and money.
- I'm based in *Sydney, Australia* - real time communication & local business knowledge.

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