



VIRTUALLY JANET

VIRTUAL ASSISTANT SERVICES PORTFOLIO



WELCOME!



I'm Janet!

FOUNDER OF
VIRTUALLY JANET

A virtual assistant by day and an aspiring videographer by night, I live in SoCal and enjoys creative hobbies like sewing and painting. I have a beautiful cat named Snowy who loves to help me with my work. I enjoy watching cooking videos and eating tasty food. I'm an avid fan of photography, videography, and web development/programming. I love to learn, and am always striving to learn something new!

For as long as I can remember, I have loved reading. I love all kinds of stories, including suspense, romance, mystery, and fantasy, but my favorite books are YA romances. I grew up on Harry Potter, Lemony Snicket, Darren Shan, Circle of Magic, Nancy Drew, and Sweet Valley!

I have three degrees in graphic design, marketing, and business management. After covid hit, I decided that life is too short to work at somewhere that didn't make me proud or happy to be at and decided to make this my full time work.

Janet Phan



ADMINISTRATIVE SERVICES

INBOX MANAGEMENT

Reading, writing, and sending emails, creating folders, creating filters to keep you organized

VIRTUAL ASSISTANCE

Calendar management, organize meetings (Virtual or on Location), make travel arrangements, event planning, create/maintain spreadsheets and presentations, inbox management, develop weekly/monthly reports, client/customer support, expense tracking, IT support, various other duties as assigned

WORKFLOW MANAGEMENT

Tracking project progress through notes/reports, ensure compliance with internal policies/procedures, meet with clients

PROJECT MANAGEMENT

Oversee project scheduling, budgets, and deliverables, attend client meetings to update on progress of project, ensure compliance with applicable laws, regulations, and codes, assist with closing out projects, handle project start-up & planning, provide technical support for design and construction teams, coordinate with contractors, suppliers, and subcontractors, prepare and manage budgets

SOP CREATION (TECHNICAL WRITING)

Write, edit, manage SOP documentation, training, and implementation. Review, analyze and test new processes/techniques to ensure company needs are met.

SYSTEMS SETUP

Setup sales funnels, automations, shopify items, and more.

CRM SPECIALIST

Maintain all customer communication, including updating and maintaining CRM & company websites, responding to customer inquiries, building customer loyalty.



CREATIVE SERVICES



WEBSITE DEVELOPMENT

Create and maintain websites, web applications, and databases using HTML, CSS, JavaScript, etc

PHOTOGRAPHY (EVENTS/FOOD/PRODUCT)

Photography and edit events, food, or products.

GRAPHIC DESIGNER

Assist marketing department in defining and executing channel marketing strategies. Generate new promotional sales collateral such as flyers, brochures, advertisements, website banners, social media pages, and email blasts. Create/Edit graphic designs for various internal/external communication channels. Manage/Create/Edit graphics. Design, create, and produce print graphics. Develop and maintain print standards. Assist in producing timely and effective copy. Assist marketing department with emails, social media, and presentations.

SOCIAL MEDIA STRATEGY/MANAGEMENT

Manage social media accounts, create social media content, build and drive traffic to websites, create online promotions, conduct A/B Testing, generate reports on results. Maintain ongoing communication between team members, clients, partners, vendors, and agencies. Report on KPIs, create/test new social media campaigns, optimize existing campaigns. Create new brands/rebranding content for social media such as infographics, videos, podcasts, and short form content. Develop content calendars, manage/report content and reach. Work with creative/development teams to create content

PODCAST MANAGEMENT

Develop, publish, maintain, and track podcast episodes. Create relevant guest lists, outreach to guests, scheduling guest appearances for you

PODCAST EDITING

Podcast audio editing. Implement intros, outros, ads, music, etc.

VIDEO EDITING

Editing, color grading, putting together clips, YouTube, IG Reels, TikTok, short form content, upcycle evergreen clips, product videos, etc.

PORTFOLIO

Graphics for Social Media + Print

DID YOU KNOW?

Colorado Secretary of State has over **1 million records** available of businesses that have registered since the 1800s?

B.C. Business Intelligence Center

Take the guesswork out of data.

Request a workshop today.

B.C. Business Intelligence Center

cbcc
CHAMBER OF BLACK BUSINESS
CHAMBER OF COMMERCE
La Cámara de Comercio Afroamericana de Colorado es una organización vital en el Estado costero.

Ve a todo lo que ofrecen

WELCOME to the OPEN

www.ColoradoBlackChamber.org

WHEELHOUSE SOUTHERN COUNTRY MUSIC

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7PM - 10PM

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STEVE RENAUDIS

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music festival

THE SCOREBOARD AND OAKLAND TAVERN ARE UPping THEIR GAME THIS SUMMER BY SENDING YOU TO THE OREGON JAMBOREE!

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AND MORE!

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SALE 47% OFF TUESDAY - SATURDAY AT 10PM

304 S JACKSON, DOWNTOWN ROSEBURG, OR

The Colorado LGBT Chamber of Commerce has a business directory where you will find a list of businesses from A-Z.

Bring and drop your list & just one way to give your support and be your best.

<http://business.colibcc.org/list>

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Check out the Little Caesars App, order online, pay online, and pick up your order at the special pick up area at Little Caesars!

¿Su plan de negocio está listo y necesita dar al siguiente paso en la creación de su empresa?

MyBizColorado es la manera más rápida de registrar y manejar su negocio.

<https://mybiz.colorado.gov/intro>

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The News-Review | Tuesday, July 9, 2019

THE CURE FOR THE SUMMERTIME BLUES?

50 YEARS AGO

...the stock exchange high= 969 and low= 770
...the cost of a gallon of gas \$0.32
...the cost of a gallon of milk \$1.10
...the cost of a new home \$40,000
...average annual income \$6,500
...cost of a new car \$2,000

...“True Grit”, “Butch Cassidy and the Sundance Kid”, “Hello Dolly!”, “Midnight Cowboy”, “Cactus Flower”, and “Easy Rider” were a few of the top movie premieres

...“The Brady Bunch”, “Sesame Street”, “Monty Python’s Flying Circus”, “Scooby Doo, Where Are You!” and “Hee Haw” all premiered on TV. Other popular shows were “Laugh-in”, “Gunsmoke”, “Bonanza”, “Marcus Welby, M.D.”, “The Red Skelton Hour” and “Hawaii Five-O”

...“Sugar, Sugar” by The Archies tops the charts

...“Let It Bleed” by The Rolling Stones was the top album

...Richard Nixon was inaugurated president of the United States

...Construction began on Walt Disney World in Orlando, Florida

...Neil Armstrong landed on the moon

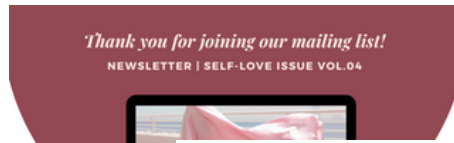
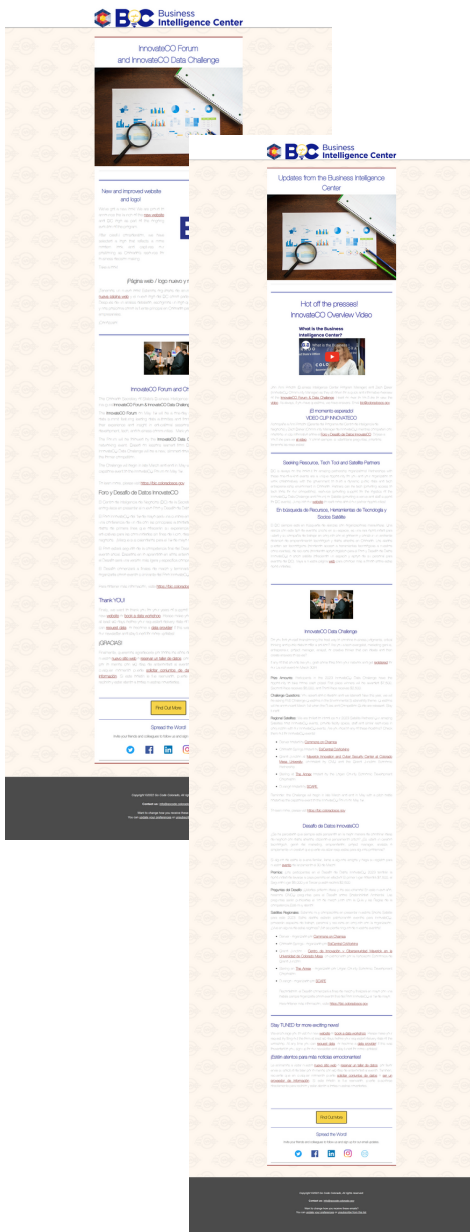
...The Manson Murders shocked the nations

...Woodstock Music Festival reigns for four days

COW CREEK UMPQUA TRIBE
www.cowcreek.com
2371 NE Stephens • Roseburg, Oregon • 541.672.9405 | 40 S Central • Medford, Oregon

*July events list compiled from The News-Review's 2019 Visitors Guide to Douglas County and reflects events that are FREE TO THE PUBLIC. If your community's or organization's FREE event has been omitted, we apologize.

PORTFOLIO



GET SELF-LOVE

Delivering newsletters that build a strong relationship with you while simultaneously...

Children & Adolescents

Learn About How to Communicate and Understand Their Feelings

Utilizing strategies such as active listening and positive reinforcement, I discuss the importance of setting boundaries while also remaining empathetic and open to understanding.

[READ MORE](#)

Sophia utilizes a person-centered approach and views the therapeutic relationship as an essential part of therapy. Her priority is to make sure that it is a right fit between her and the client. She also utilizes a blend of attachment-based interventions, eye-movement desensitization reprocessing (EMDR), cognitive behavioral therapy, and trauma-based interventions.

Subscribe to gain more insight on these topics!

September Issue | Newsletter Vol. 23

"Mental health is essential for overall wellbeing. Taking the time to care for your mental health can help you to build a resilient and positive outlook on life." #mentalhealthawareness

Taking the time for self-care is an important part of managing stress and staying productive. Make sure to prioritize your own needs to stay healthy and happy! #selfcare #loveyourself #mentalhealth

It's time to take care of your mental wellbeing - book your appointment us today and let yourself shine! ✨ #mentalhealthawareness #mentalhealthmatters

PORTFOLIO



Business Intelligence Center

PR

Business Intelligence Center
A program of the Colorado Secretary of State



BUSINESS INTELLIGENCE

The mission of the Business Intelligence Center (BIC) within the Office is to support the advancement of Colorado business access to public data and providing resources to make that data BIC accomplishes this mission through:

Data Curation and Agency Support: BIC supports State by facilitating technical aspects of regularly uploading data to Colorado Information Marketplace (data.colorado.gov) and help that are of high value to the business community.

Data Intelligence Resources: We create workshops and access public data and to support the business community's education.

<https://bic.coloradosos.gov/business-resources>

Community Engagement: We regularly work with the government, and business communities to put the power of Colorado data users and business both for and not for profit.

<https://bic.coloradosos.gov/business-resources>

BIC has worked to create a robust platform for public data in the state and to educate and create awareness about the use of public data for the good of Colorado businesses. As the landscape of public data - and business - in Colorado has changed radically since BIC's inception.

TECH TOOLS & PARTNERS

One of the great things about BIC is our partners. Partners and sponsors offer technical tools, training, and their own valuable time to mentor our participants. For each of the tools below, we have experts available to answer questions and support the competitors while they learn how to best use these tools in their submissions.

- ESRI
- Tableau
- Brownstein Farber Hyatt and Shreck

SATELLITES

BIC has always relied on support from organizations and individuals across the State. Whether they are educators, co-working spaces, tech incubators or economic development organizations we work together to get the word out, build teams, mentor and host events.

- Colorado Springs**
Location: Epicentral CoWorking
Contact: Frank Frey - frank@epicentral.org
- Denver**
Location: The Commons on Champa
Contact: treesa@thecommons.co
- Durango**
Location: Southwest Colorado Accelerator Program
Contact: Brittany Cupp - brittany@coscape.org
- Grand Junction**
Location: Maverick Innovation Center
Contact: Tom Benton - tbenton@coloradomesa.edu
- Sterling**
Location: Annex Coworking
Contact: Trae Miller - trae@sterling-logan.com



Data Workshop Info

The University of Colorado Boulder, Leeds School of Business, Business Research Division (BRD) in partnership with the Business Intelligence Center (BIC) offers the chance for non profits, for profits, economic development organizations, state and local agencies and communities to partner on workshops to teach participants how to access, interpret, and analyze public data via a step-by-step tutorial. Spaces are traditionally limited to 25 participants and attendees must bring a laptop for the session. Workshop requests need to be made at least 90 days in advance of the intended workshop date.

A typical workshop runs 2-4 hours, including a break for lunch and can be scheduled during normal business hours, on regular business days (excluding bank holidays) as virtual or in-person delivery.

Stay tuned for a the agenda!



CONTACT

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Business Intelligence Center

Social:
Facebook: @ColoradoBIC
Twitter: @ColoradoBIC
LinkedIn: @ColoradoBIC
Instagram: @ColoradoBIC #innovatecoforum #innovatecodat

PHOTO LIBRARY

Please visit: <https://bic.coloradosos.gov/download>

APPROVED LOGOS

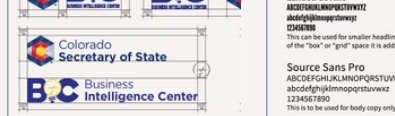
Please find downloadable logos here: <https://bic.coloradosos.gov/download>

BUSINESS INTELLIGENCE CENTER - STYLE GUIDE

LOGO LOCKUPS + MINIMUM MARGINS



The Business Intelligence Center single-line logo should be used in almost all horizontal space is a limiting factor, one of the other approved logo layouts. The Minimum margin, or "rule area" should be no less than the height of the Business Intelligence Center name. In lockups where the text is minimized a should be decided by the threading of the lockup. If the full "Colorado Secretary of State" is to be used, the space between the two logos.



The full color logo lockups (above) should be used whenever possible, but same spacing and margin rules apply.



The Business Intelligence Center logo may not appear without the Colorado Secretary of State logo.

All approved logo files are available on dev.bic.coloradosos.gov/dk

TYPOGRAPHY

GOTHAM
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
Bold weight of this is used for headlines and logotype. Regular weight can be used for body copy.

LEAGUE GOTHIC
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
This can be used for smaller headlines. If accompanied by a thick underline of the "top" or "grid" space it is addressing.

Source Sans Pro
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
This is to be used for body copy only.

ALTERNATE LOGOTYPE COLORWAYS

None of these should be used unless approved.



COLORS + USAGE

PRIMARY USE COLORS	SECONDARY/ACCENT USE COLORS
<p>RGB: 16 / 30 / 142 CMYK: 65 / 0 / 21 / 4 HEX: 10108F PMS: 2746C</p>	<p>RGB: 37 / 202 / 211 CMYK: 65 / 0 / 21 / 0 HEX: 255A83 PMS: 315C</p>
<p>RGB: 247 / 212 / 75 CMYK: 3 / 14 / 82 / 0 HEX: F08000 PMS: 128C</p>	<p>RGB: 209 / 180 / 0 CMYK: 22 / 23 / 100 / 0 HEX: D38400 PMS: 600C</p>
<p>RGB: 0 / 0 / 0 CMYK: 40 / 40 / 40 / 100 rich cmyk black for graphics or bleed-through; not to be used for small/body type</p>	<p>RGB: 249 / 243 / 240 CMYK: 2 / 3 / 3 / 0 HEX: F9F9F9 used for backgrounds instead of plain white</p>
ADDITIONAL ACCENT COLORS	
<p>RGB: 117 / 114 / 109 CMYK: 54 / 51 / 51 / 15 HEX: #757266</p>	<p>RGB: 155 / 152 / 147 CMYK: 42 / 35 / 31 / 0 HEX: #998983</p>
<p>RGB: 58 / 149 / 122 CMYK: 71 / 21 / 82 / 3 HEX: #3A957A</p>	<p>RGB: 96 / 187 / 160 CMYK: 61 / 3 / 46 / 0 HEX: #60B8A0</p>
<p>RGB: 129 / 83 / 136 CMYK: 51 / 74 / 34 / 11 HEX: #815374</p>	<p>RGB: 163 / 109 / 146 CMYK: 31 / 64 / 22 / 1 HEX: #A66D92</p>
<p>RGB: 64 / 64 / 65 CMYK: 66 / 61 / 59 / 46 HEX: #404041</p>	<p>RGB: 210 / 205 / 202 CMYK: 17 / 17 / 18 / 0 HEX: #D2D2D2</p>

*Purple tones are to be used sparingly, typically for lines and borders.



PRICING

Choose the package that works the best for you!

HOURLY	PACKAGE ONE	PACKAGE TWO	PACKAGE THREE
<p>\$35 (per hour)</p>	<p>\$499 (per month)</p>	<p>\$1799 (per month)</p>	<p>\$2999 (per month)</p>
<p>INCLUDES:</p> <ul style="list-style-type: none">- Administrative Services- Creative Services	<p>PACKAGE INCLUDES:</p> <ul style="list-style-type: none">- Up to 15 hours of work- Administrative services, social media management, graphic design	<p>PACKAGE INCLUDES:</p> <ul style="list-style-type: none">- Up to 60 hours of work- Administrative services, social media management, graphic design	<p>PACKAGE INCLUDES:</p> <ul style="list-style-type: none">- Up to 120 hours of work- Administrative services, social media management, graphic design, video editing



*PACKAGES: Additional hours will be charged at \$30 per hour, or you may choose to upgrade to the next package tier.

TESTIMONIALS



"Janet is an invaluable asset to the team. She is able to anticipate problems and make quick changes to ensure a successful launch."

ZACHARIAH STEPHENS, FOUNDER OF ZACHKEYS

"Janet you are the bees freaking knees! How lucky am I to you have you as a teammate!"

ANNI PROCTOR, BIC / GOCODE COLORADO PROGRAM MANAGER



"If you are deciding on whether or not to hire her as a VA, DO IT! She consistently produces quality work and is a reliable source of support and guidance to the team."

ALISA, FOUNDER OF SOCIAL714



LET'S DO THIS

READY TO TAKE
YOUR BUSINESS TO
THE NEXT LEVEL?



CLICK HERE TO
BOOK A CALL
WITH ME!

If you have any additional questions,
don't hesitate to email me hello@virtuallyjanet.com