Website Designer and Virtual Assistant
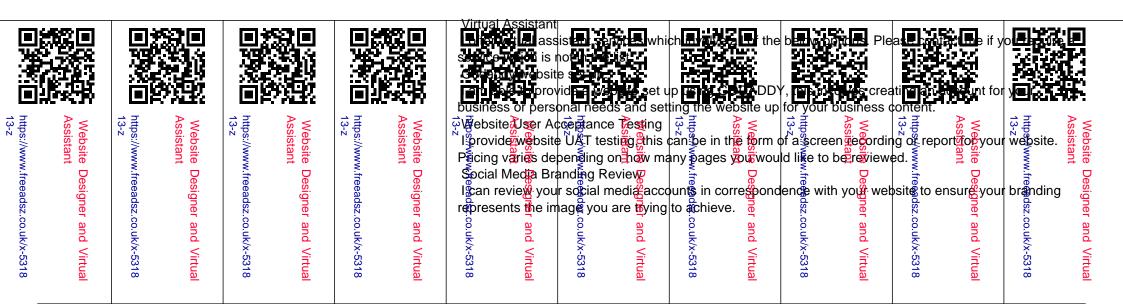

Location   **North, South Wirral**
https://www.freeadsz.co.uk/x-531813-z

The services I offer are all found at: https://lisasitsolutions.wordpress.com/
 I currently provide the following services, please note this list is updated when needed. I can be contacted through the URL above if you would prefer to communicate via email also.
 IF you need a virtual assistant for a task and it is not listed below, please contact me and I will get back to you as soon as possible.
 I am currently available for:

 Virtual Assistant.
 Godaddy website set up.
 Website User Acceptance Testing. – Video recordings available.
 Social Media Branding Review
 Data Entry.
 Business plan reviews.
 Blog reviews.
 Spelling and grammar.
 Social Media set up.
 Email Organisation and Management.
 Minute taking....and much more!

 Virtual Assistant
 I offer virtual assistant services which I invoice for the below products. Please contact me if you require the service which is not in the list.
 Godaddy website set up.
 I currently provide a website set up using GODADDY, this involves creating an account for your business or personal needs and setting the website up for your business content.
 Website User Acceptance Testing
 I provide website UAT testing, this can be in the form of a screen recording or report for your website. Pricing varies depending on how many pages you would like to be reviewed.
 Social Media Branding Review
 I can review your social media accounts in correspondence with your website to ensure your branding represents the image you are trying to achieve.

Data Entry

I am accurate and a quick typist. I am available for data entry projects, please contact me via the Contact page in order to quote for the amount of data entry that you require.

Business plan reviews.

Provide your full business plan and I will review and comment on your content. There will be full confidentiality and the content will not be shared with any third party. Finances will not be commented on as this is your full responsibility, however readability, spelling and grammar, business definition, prototypes, marketing etc will be reviewed and comments provided on possibly improvements.

Blog reviews.

Provide your blogs for the content to be reviewed before being uploaded to the internet. Checks will be completed on format, spelling and grammar aswell as understand-ability.

Spelling and grammar.

Do you need an article, blog or any form of documentation reviewing for the spelling and grammar?

Social Media set up.

Provide your details and I will set up any social media account for you or your business.

Email Organisation and Management

Do you need someone to re-organise your emails and create a management system?

This involves:

Creating folders for your emails.Filing your emails appropriately within the folders.Answering emails if needed.

Many thanks,