

Achieve Business without Busyness.

## CONTACT

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### NAICS Codes:

- 561110: Office Administrative Services
- 541611: Administrative Management and General Management Consulting Services
- 541430: Graphic Design Services
- 541613: Marketing Consulting Services
- 541618: Other Management Consulting Services

### PSC Codes:

- R408: Program Management/Support
- R410: Program Evaluation/Review/Development
- R422: Market Research/Public Opinion
- R426: Communications
- R499: Support-Professional: Other

## COMPANY PROFILE

Established in 2011, VaVa Virtual Assistants is a top USA-based virtual assistance agency and a certified women-owned small business. Our team consists of highly skilled experts with employees and contractors located across the USA. We support and serve clients in the USA and internationally.

## CORE COMPETENCIES

- **Administrative services** including project management; data entry and processing; email and calendar management; bookkeeping; and customer relations support
- **Social media services** including social media strategy development; content creation; social media management; online community engagement; email campaigns; and copywriting support
- **Graphic design services** including rebranding; online graphic design templates and imagery for social media and websites; and print services for brochures, workbooks, and more
- **Website design and development services** including UX/UI design; website maintenance support; and website customization

## DIFFERENTIATORS

- **Solutions and excellence:** Our seasoned professionals are experts in performing the services we offer. Meeting client needs and expectations is our priority.
- **A successful partnership:** Your success is our success.
- **A national footprint:** Our network of employees and contractors are located all over the country ensuring all of our clients have access to our incredibly talented staff, no matter the time of day.
- **An affordable, eco-friendly work model:** We provide our services via telecommuting at a fraction of the cost of employing in-office staff.

## PERFORMANCE

- **Praise For Our Services:** Considered a "critical asset" and rated as "knowledgeable, effective, and efficient" by our clients.
- **Case Study:** Expanded a client's online course enrollment by 182% using our focused marketing services.
- **Case Study:** Grew a client's online shop sales from 18.5% to 51.2% per month using our marketing and web services.
- **Case Study:** Increased a client's total annual revenue by 50-75% using our instrumental executive administrative services.