



Regina Baker

With over 20 years (online) experience (and 14+ offline) I have successfully worked with Corporate Managers, High Profile Speakers, Authors, Entrepreneurs, and Product Developers while displaying discretion and confidentiality with the following services:

- Create strategic system utilizing project management software (Utilizing tools like Asana, Basecamp, Trello, etc. , to work out logical workflows for your business tasks and projects)
- Website audits
- Website updates (including wordpress maintenance, updates, etc.)
- Social media management
- Affiliate management
- Facebook Ad campaigns
- Marketing
- Research
- Email management and correspondence
- Verbal and written communication (with your clients)
- Communication Liaison (for your clients)
- Setting up interviews and adding to your calendar
- Editing/proofreading
- Schedule travel
- Create Itinerary
- Gift purchasing
- Calendar management
- Webinars, meeting, dinners, and event planning. (Accompany you in your webinars/workshops to track questions asked to ensure a smoother Q+A session at the end)
- Set up automations in your email list program
- eCommerce solutions (choosing the best autoresponder software, set up and maintain your shoppingcart, landing pages, etc.)
- Log payments, reporting, and follow-up with clients (receipts, etc.)

- Book publishing & promotions
- Proficient with eSpeakers.com (Cutting-edge software that elevates your online presence, streamline event lifecycle management, and maximize your industry exposure.)
- Bookkeeping
- Order Supplies

Other services:

- Event / Project Management
- Managing Emails and Faxes
- Proofreading / Editing / Formatting
- Travel & Concierge Services
- Forms & Excel Spreadsheets
- Reports, Proposals
- Customer lists & Mailing Labels
- Mail Merges
- Mailing lists & Mass Mailings
- Spreadsheet & Graph creation
- Adobe PDF Creation & Conversion
- Conference/Exhibit Management
- Fax & Direct Mail Campaigns
- File Conversions
- Internet Research
- Registration of Domain Names
- Website Hosting Packages
- Article Marketing
- Audio Recording & Editing
- Autoresponder Setup & Maintenance
- Forum & Online Discussion Group Networking
- Newsletter Creation & Distribution
- Shopping Cart Services
- Social Network Setup & Maintenance
- Virtual Events Management Software Experience

Microsoft Office (Word, Excel, Powerpoint, Outlook) | Quickbooks | Freshbooks | Basecamp | Dubsado | Asana | Trello | Calendly | Acuity Scheduling | Infusionsoft | 1Shoppingcart | Aweber | Constant Contact | Mailchimp | Getresponse | Wordpress | Various Wordpress

Themes | ClickFunnels | eSpeakers | GoogleApps for Business Products: Gmail, Google Drive, Calendar| OptimizePress | Instabuilder | Godaddy/Hostgator | Dropbox | Evernote | Slack

I also work with Authors by helping them self publish, and Speakers by providing administrative assistant services to include but not limited to the above tasks. (On-boarding Fee for Authors and Speakers: \$2,000/will discuss in detail.)

Admin Retainer Packages

The primary question I get is “how much do you charge?” This can be a tricky question because every need is not the same. That’s why it’s important that we talk about your needs, goals, and the end result you’re looking for by working together.

How Do I Determine How Many Hours I Need?

This is solely based on the work you decide to outsource. *see below

Example: Email management can be anywhere from 1 to 2 hours per day depending on the number of emails you receive.

Electronic newsletter creation, 90 minutes to 2 hours. Reports, depending on the data you need. Bookkeeping can be anywhere from 2 hours to 6, again, this all depends on what your immediate needs are.

Suggestion: To begin with a 25 hour monthly retainer package for only \$1375 (price subject to change.) I will then provide you with a report breakdown of time spent. Or, if you choose to go with the 10 hour monthly retainer package, it’s \$550. Just remember what to outsource to fit those hours.

Most Popular Plan

10 hours of monthly Virtual Assistant services. \$550 per month | You save \$50

Pay As You Go

Prepaid hours that may be used at anytime. This works best for clients who don't know how many hours they will use and don't want to be committed to a monthly based plan above.

\$135/hour

On-boarding Fee:

\$750 (one-time administrative fee) – this includes me becoming acclimated to your system(s), creating an effective strategy of working with you, organization strategies and more.

Total Investment?

Administrative On-boarding Fee \$750 + monthly package retainer of your choice.

How Do I Pay?

I accept payment via Paypal. Once the contract details have been finalized I'll send you an invoice or you can submit payment here: www.paypal.me/reginabaker. Payments are required before the work is done.

Important – Frequently Asked Questions:

Question: How soon after I submit my payment will service(s) begin?

Answer: Service(s) will begin on the next business working day OR within 30 days after receipt of payment.

Question: If I don't use hours within 30 days, can I roll them over to the next month?

Answer: No. All retainer hours must be used within 30 days of starting the assignment.

Rush Service

25% added to total cost of project (within 24 hours)

Business Hours

M-F 10am-6pm

Prepaid retainer plans

...are just that, prepaid and due before work commences. All retainer plans must sign a contract.

***First time clients** require a minimum 15 hour retainer to get started to allow us the time to get to know you and your business. \$825 | After the initial 15 hours, we can then decide on a maintenance rate of 10-40+ hours per month dependent upon your business online marketing plan we put into place.

Got References?

Of course I do! 😊 Available upon request and check out my LinkedIn Profile for more: www.linkedin.com/in/reginabaker

Ready to get started?

Email: email@askreginabaker.com with any questions you may have or schedule a 15-minute discovery session here: <http://askreginabaker.com/talktome>

www.AskReginaBaker.com

Phone and Text: 832.786.1907