



SPROUT

VIRTUAL ASSISTANCE GROUP

CAPABILITIES DECK

www.sproutvagroup.com



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ABOUT ME

My name is Jessica Oliver and after many years working as an executive in Corporate America, a successful real estate professional, and even an entrepreneur I am the proud founder of Sprout Virtual Assistance Group. Backed by years of administrative, marketing, and sales experience Sprout is a specialized virtual assistance group created to support the needs of solopreneurs and established businesses alike with administrative support across the board. By coupling my experience and skill set, I am also able to work with companies on an individual basis to streamline their operations for greater efficiency and profitability.



My passion for business is embedded in the details and rooted in problem solving. With each task that I approach, I work to align each detail with successful outcomes that can be replicated in simple day to day operations for repeated success. Seeing business owners not only succeed, but scale successfully is one of the driving ambitions that I bring to each and every one of my clients. In any situation, I am quick on my feet and happy to work to find the solution to any problem that I am presented with- even those with a looming deadline.

My professional career has seen its own highlights with consistent success in productivity, successful startup launches, and more all thanks to my continued experience and passion for operations and administrative management. Now, I am thrilled to be able to help other entrepreneurs achieve their own professional highlights by offering the stellar services of Sprouts Virtual Assistance Group.

Are you ready to create your own highlight reel of successes in your business? Or maybe you're looking for more time and freedom in your business?

Either way, I am here and happy to help! **Let's connect and sprout your business today!**

Take Root.

Jessica

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Service Offerings

Administrative Support

- Email Management, Marketing & Correspondence
- Scheduling & Calendar Management
- Online Research
- Electronic Filing & Management
- Travel Arrangements
- Inventory Management
- Product Sourcing & Ordering
- Presentation Creation

Human Resources Services

- HR Recruitment
- Job Description Creation
- Ad Posting
- Pre- Screening
- 1st Round Interviews
- Offer Letter Presentation
- Employee/ Contractor Onboarding
 - Welcome Package Preparation
 - Employee File Management
 - Onboarding Call & Policy Review
 - IT Coordination & Setup

- Payroll System Enrollment
- Benefits Administration & Enrollment
- Payroll Management
- Benefits Management
- Incident & Accident Report Management

Bookkeeping

- Accounts Receivable
- Accounts Payable
- Invoicing
- Quickbooks Account Reconciliation

Sales & Business Development

- Initial Sales Calls
- Lead Followup Calls
- Appointment Setting
- Customer Service
- Sales Pipeline Management
- CRM Management
 - Lead Nurture & Management
 - Presentation Creation
 - Proposal Creation
 - Contract Creation

Marketing Support

- Content Creation
 - Blogging
 - Ghostwriting
 - White Papers
- Newsletter Creation & Formatting
- Contact Management
- Website Management & Updating

Social Media Management

- Graphic Creation
 - Memes, Featured Images, Headers, etc.
- Social Media Account Setup (For Businesses & Brands Only)
- Online Community Management
- Post Scheduling & Management
- Social Media Ad Creation

Project Management

- Project Planning
- Deliverables Scheduling
- Team Accountability Tracking & Management

- Creation of Operations & Procedures
- Management of Project Management Systems
- Project Reporting

Event Planning & Support

(Digital & In- Person)

- Pre- Event Admin Support
 - Email Management
 - Invite Management
 - Community Engagement
 - Vendor Sourcing & Management
 - Speaker Sourcing & Management
 - Sponsor Communication & Management
 - Marketing Materials Creation
 - Document & Template Creation
 - Run of Show Scheduling & Creation
 - Live Stream Setup & Coordination
 - Event Setup
- Day Of Support & Management
 - Registration & Setup Management
 - Greeting & Delegate Support
 - Vendor Communication
 - Event Break Down & Clean Up

Real Estate Services

- CRM Setup
- Brand Creation & Setup
 - Logo Creation
 - Social Media Setup
 - Website Creation
 - Marketing Material Creation
 - Social Media Management
- Lead Followup
- Appointment Setting
- Listing Presentation Creation
- Listing Management
- Buyer Presentation Creation
- Transaction Coordination
- Open House Planning & Coordination
- Closing Gift Sourcing & Delivery
- Review Followup & Management
- Investment Property Flip & Renovation Management
 - Project Management
 - Vendor/ Contractor Management

Copywriting

- Website Content
- Marketing & Promotional Content
- Newsletters
- Blogs
- Fiction/ Non Fiction Ghostwriting
- Brand Copywriting
- Technical Copywriting (White Papers)
- Direct Response Copywriting
- Web Content
- Product Descriptions
- Articles
- Social Media
- Industry Guides
- Creative Writing
- Press Releases
- Statements

**focus on your strengths
and delegate your
weaknesses.**

- UNKNOWN

Technology and systems are key to the growth and development of all businesses. Through my professional experience, I have had experience with many unique systems that have greatly benefitted businesses big and small. Let's work together to find the best systems to implement in your business for greater efficiency and freedom to focus on the tasks that you love! If there any systems that you currently use that are not listed, please let me know and I can quickly adapt and learn your systems too!

CRM

- Sugar
- Salesforce
- HubSpot
- FollowUp Boss
- 17 Hats

Communication- Chat

- #Slack
- Google Voice
- Google Hangout
- WhatsApp
- Zoom Conference
- Skype

Communication- Email

- MailChimp
- Constant Contact
- Video/ Audio
- YouTube
- Podcasts (RSS Feed, editing, etc)
- Vimeo

Project Management

- Asana
- Trello
- Monday
- Basecamp

Financial

- Quickbooks
- Paypal
- Stripe
- Square
- Paypal
- CashApp
- Google Pay

Email & Calendar

- Outlook
- Gmail
- Office 365
- Calendly

Payroll

- ADP

Storage

- Google Drive
- Dropbox
- OneDrive

Creative Tools

- Canva
- Adobe
- MuseCam
- ClickFunnels
- PicMonkey

Social Media

- Facebook
- Twitter
- Instagram
- YouTube
- Hootsuite

Website

- Wordpress
- Wix
- SquareSpace
- Shopify



THANK YOU!

Thank you for reviewing my capabilities deck and all of the things that **Sprout** has to offer your growing business!

Want to learn more? Have questions about your growing business?

Contact me to book your free discovery call by email
jessica@sproutvagroup.com

LET'S STAY CONNECTED



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