

PHYLLIS POMETTA

VIRTUAL ASSISTANT



Welcome!



PHYLLIS POMETTA

**Social Media Specialist
Virtual Service Provider**

Hi there! I'm Phyllis Pometta, a virtual assistant servicing online entrepreneurs, and bloggers, just like you! You are here right now because you're ready to take the next step in advancing your business, and I'm here to help you!

I have been in your shoes! I understand the feeling of not having enough hours in the day to complete necessary tasks. You might not have the time (or energy) to explore your creativity or to do the parts of your business that you love most.

As a business owner, your primary focus is to build your business effectively. As a virtual assistant, my focus is to make sure the behind the scenes, day to day tasks are met. My mission as your virtual assistant is to help you reclaim time spent on areas that do not bring you joy and to support your business needs for its ultimate growth.

Please take a moment to explore my list of services, portfolio and package options in the next few pages. I look forward to working with you and making your business more enjoyable!

-Phyllis Pometta

Services

Services Include:

Administrative

- *Website Management
- *WordPress Updates/Maintenance
- *WordPress Designs
- *WordPress SEO
- *Editing
- *Internet Research
- *System Set-Up
- *System Management (Trello/Air Table)
- *Bookkeeping - Payments
- *Bookkeeping - Invoicing
- *Data entry & word processing
- *Typing up notes
- *Buy & send birthday cards & gifts
- *Schedule parties & events
- *Grocery shopping & delivery
- *Personal shopping (or returning)
- *Post office & other mail services
- *Drop off or pick up dry cleaning

Public Relations

- *Consulting
- *Public Relations
- *Networking
- *Press release writing & distribution
- *Celebrity outreach
- *Influencer outreach

Marketing/Social Media

- *Email marketing
- *Social media strategy (all platforms)
- *Social media marketing (increase following)
- *Group management
- *Forum monitoring/commenting
- *Respond to social media inquiries
- *Pinterest management
- *Image creations using Canva/PicMonkey
- *Networking
- *Schedule social media posts

Creatives

- *Content Creation for...
- *Twitter-Facebook-IG-Pinterest
- *Newsletter content
- *Blog management
- *Responding to blog comments
- *Blog traffic reporting
- *Blog backup
- *Blog plugin updates
- *Maintaining blog editorial calendar
- *Design graphics for blog posts
- *Canva/PicMonkey Designs
- *Design graphics for social media platforms
- *Creating document/printables
- * and so much more!

Phyllis Pometta

Email: phyllis@phyllispometta.com

Phone: 815-342-6739

Portfolio

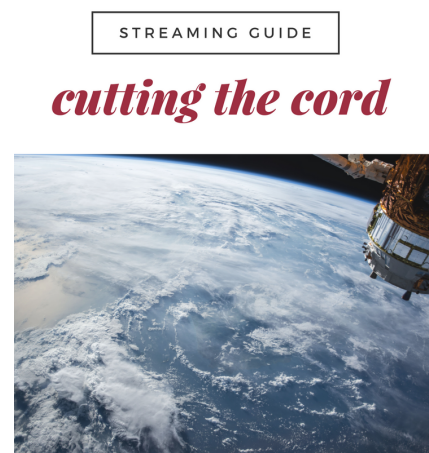
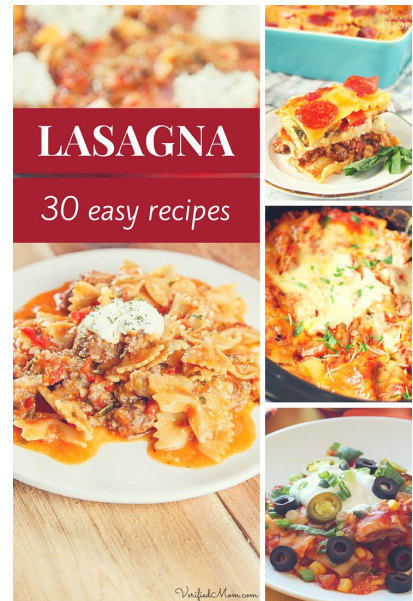
Pinable Images



VERIFIED MOM
REVIEWS



VERIFIEDMOM.COM



How I eliminated satellite, went 100% streaming and saved \$100 a month!

WWW.VERIFIEDMOM.COM

Portfolio

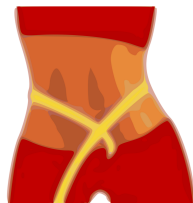
Graphics

Stick to the plan and you can...



Portfolio

Banners/Headers



ADVENTURES OF A
Shrinking Lady



The Opinionated Writer

Everyone is entitled to their opinion

Portfolio

Social Media Graphics



Portfolio

Opt-Ins & Printables

5 Tips
To Ease Into Your Child's Need For
Self-Expression

Be Open-Minded - Let go of the expectations of what you think your child should be and allow them to bloom into who they want to be. You have to be open to the idea that they are growing up and wanting to express themselves as individuals and it is a normal phase. If you are close-minded, your child may become resentful, feel trapped within themselves and may never feel as if they are good enough through the eyes of their parent.

Acknowledge - Acknowledge your child's feelings, needs, desires, and goals, even if you do not agree with them or understand them. It will show your child that they have been heard and that will help to build their self-confidence. Once you can honestly acknowledge their need for self-expression, you then give them permission to accept themselves for who and what they are, even if they want blue and green striped hair.

Communication - One of the biggest things you can do with and for your child is to listen. No matter how young they are, do not be judgmental, do not belittle them, and do not interrupt them as they share their feelings or thoughts with you. All you need to do at this point is listen. Listen with an open ear and warm heart and really be present as they express their heartfelt words.

Be Supportive - Do not be dismissive with your child's need for self-expression. Once your child knows that he can come to you and you won't criticize or "tell" him what to do, he will keep coming back because he knows you are supporting his need for self-expression. He also knows at this point that you've got his back no matter what.

Baby Steps - Take baby steps in order to allow your child to express themselves in a safe and effective way. By using the baby step process, it also allows your child to ease into their natural personality and gives you the time you need to prepare and accept that your child is growing up and has their own goals, dreams and visions for themselves and their future.

BONUS TIP: ENJOY & EMBRACE their confidence and self-expression! You are not your child, your child is not you. You are being given the opportunity to watch your child's journey into adulthood. Let your child experiment while they're young and with your supervision. The last thing you want to do is alter their journey because it wasn't the same one you envisioned for them.

PhyllisPom.com

WEEKLY TO DO LIST

To Do This Week

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-
-
-

Weekly Meal Plan

Su
M
T
W
Th
F
Sa

Shopping List

<i>Call * Text * Email</i>	<i>Appointments</i>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Notes

VERIFIEDMOM.COM

Things To Do...

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

SOCIAL MEDIA BLOGGING CHECKLIST

PINTEREST

For a faster experience I recommend using Tailwind App to schedule your pins

- Pin blog post images to 3 boards
- Pin 1-2 old blog posts to shared boards
- Repin 5-8 other images to your boards

TWITTER

- Utilize the "List" option!
- Retweet at least 5 tweets
- Reply to 3-5 bloggers tweets
- Respond to @ replies
- Visit Tribe members & show love

FACEBOOK

- Post link to most recent blog post (or if you can repurpose an old post you can share that link)
- Post a topic for discussion, current event or question to encourage interaction

INSTAGRAM

- Post photo + little teaser about what will be shared in your blog post
- Scroll through feed to like & comment on at least 5 different images

- Respond to all comments or messages
- For favorite blogs add them to a favorite list so you can easily click on a link that will show only those posts

FOR MORE SOCIAL MEDIA BLOGGING SUPPORT

📧 sales@phyllispometta.com
📞 888-846-6840

Portfolio

Pinterest Management Results



WordPress SEO Results

<input type="checkbox"/>	FotoJet browser based photo editing app for the win!	Verified Mom - Phyllis	Blogging Basics, Featured, Slider Posts	FotoJet.com, Graphic Design Browser App, Photo Editing, Photo Editing Browser App	1	Published 2017/06/08	●	●
<input type="checkbox"/>	ClassesShop.com Provides Style and Quality Eyeglasses!	Verified Mom - Phyllis	Beauty & Fashion, Featured, Slider Posts	Eyeglasses, Glasses Online, GlassesShop.com, Prescription Sunglasses	2	Published 2017/06/08	●	●
<input type="checkbox"/>	LG Front Load Washer and SideKick are on sale @BestBuy (@LGUS #ad)	Verified Mom - Phyllis	Featured, Shopping, Slider Posts	Best Buy, LG, LG Front Load Washer and SideKick	5	Published 2017/06/07	●	●
<input type="checkbox"/>	Updated: Simple DIY Umbrella Stand Edit Quick Edit Trash View	Verified Mom - Phyllis	Crafts, DIY, Featured, Slider Posts, Style & Decor	DIY umbrella stand, Flower Pot Umbrella Stand, Updated: Simple DIY Umbrella Stand	—	Published 2017/05/30	●	●
<input type="checkbox"/>	"13 Reasons Why" Shares Unsettling Truths	Verified Mom - Phyllis	Featured, Slider Posts, Teens	13 Reasons Why, parents, Teen Suicide, Teenagers	1	Published 2017/05/03	●	●
<input type="checkbox"/>	Sunshine Sweet Corn, Chicken and Rice Skillet	Verified Mom - Phyllis	Featured, On The Table, Slider Posts	chicken, Recipe, Rice, Skillet Dinner, Sunshine Sweet Corn, Sweet Corn	4	Published 2017/04/24	●	●
<input type="checkbox"/>	FLOR Carpet Squares in the Office! (Review)	Verified Mom - Phyllis	Featured, Slider Posts, Style & Decor	area rug, carpet square area rug, carpet squares, diy rug, Flor, flor carpet squares	1	Published 2017/04/12	●	●
<input type="checkbox"/>	Last Chance: Remodeling Sales Event @BestBuy	Verified Mom - Phyllis	Featured, Slider Posts, Style & Decor	Appliances, Best Buy, Best Buy Sales Event, Remodeling Event, Samsung, Samsung Appliances	—	Published 2017/04/03	●	●
<input type="checkbox"/>	Remodel your kitchen with LG Appliances	Verified Mom - Phyllis	Featured, Slider Posts, Style & Decor	Best Buy, LG Appliances	—	Published 2017/03/31	●	●

Testimonials

Happy Customers

I have to say that I'm EXTREMELY impressed. I will be sharing this with my business partner. I'm sure we will be hiring you for future projects once we get back from the Housewares Show.

I appreciate your professionalism and clear reporting approach! Thank you!!!

Melinda {Inventorz Network}

Phyllis is the REAL DEAL! She is highly experienced with brand/social media marketing, press release writing, WordPress website set up, many clerical functions and any other "behind the scenes" support expertise one could ever need. She single handily brought my brand/product out of obscurity into the infant product market space. I am indeed a VERY happy customer.

Tiffany Copon {Fresh Face Botanicals}

Phyllis designed my company website based off of my individual needs. She is very easy to work with and is always prompt with her turn around. She also maintains my website on a monthly basis changing images, content, and links when ever it's needed. She is a pleasure to work with, has excellent work ethics and always replies to my requests within a timely manner.

Ralph Mautone {RJM Insurance Inc.}

During the past seven years, I have been working with Phyllis Pometta on numerous different kinds of projects. Phyllis is a pleasure to work with - she is personable, dependable and gets the job done. Her company offers high-quality services. In my opinion, it has been the knowledge and creativity of her company that resulted in such impressive results. I will continue to work with Phyllis for many years to come.

Juliet Hartley {Fashion Designer/Stylist/Visual Artist - BowAllure}

Pricing

Choose the package that is best for you

RETAINER PACKAGE OPTIONS

WWW.PHYLLISPOMETTA.COM



BEGINNER

\$450

- 3 Month Contract
- No Rollover Hours
- All Services-except Web-Design
- Premium Support

10 Hours Total



GROWTH

\$900

- 3 Month Contract
- Unused Hours Rollover
- Free Weekly Check-In Call
- Premium Support

20 Hours Total



ADVANCED

\$1350

- 3 Month Contract
- Unused Hours Rollover
- 1 Hour Strategy Call
- Priority Turnaround

30 Hours Total

*Additional hours will be charged at \$45 per hour, or you may be upgraded to the next package tier

Let's Get Started!

Are you ready to get down to business and get the help you need?

Let's set up a time to chat!

**CLICK HERE TO
SUBMIT YOUR
INQUIRY**

If you have any additional questions,
you may contact me directly at
Phyllis@PhyllisPometta.com