

# PHYLLIS POMETTA

VIRTUAL ASSISTANT



# Welcome!



## PHYLLIS POMETTA

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Social Media Specialist  
Virtual Service Provider

You're here because you're ready to take your business to the next level, and I'm here to help make that happen. As a Virtual Assistant, I specialize in providing female entrepreneurs and small business owners with the support they need to stay organized, visible, and focused on growth.

I know firsthand how overwhelming it can feel when there aren't enough hours in the day to manage everything on your plate. Between client work, social media, admin tasks, and the never-ending to-do list, it's easy to feel stretched too thin. That's where I come in!

My goal is simple: to help you reclaim your time by handling the tasks that slow you down—so you can focus on the parts of your business that truly light you up. Whether it's streamlining your operations, managing your social media, or tackling those behind-the-scenes details, I'm here to provide the reliable, professional support you need to thrive.

Take a moment to explore my services, portfolio, and package options. I'd love to chat about how I can help make your business more manageable—and more enjoyable! Let's create space for your success. [Let's Connect!]

*Phyllis Pometta*

# Services

## Services Include:

### **Administrative Support**

#### Hourly

- Email & Inbox Management
- Calendar & Scheduling Assistance
- Data Entry & Research
- Document Creation & Spreadsheets
- Customer Support & Client Follow-Ups

### **Marketing/Social Media**

#### Bundled Packages

- Social Media Strategy & Planning
- Content Creation & Post Scheduling
- Engagement & Community Management
- Image & Graphic Creation (Canva)
- Pinterest Management
- Email Marketing
- Forum & Group Management

### **Tech & Website Services**

- WordPress Setup & Maintenance
- Website Content Updates & Copywriting
- Basic Website Theme & Plugin Updates

# Portfolio

## Pinable Images



VERIFIED MOM  
REVIEWS



VERIFIEDMOM.COM

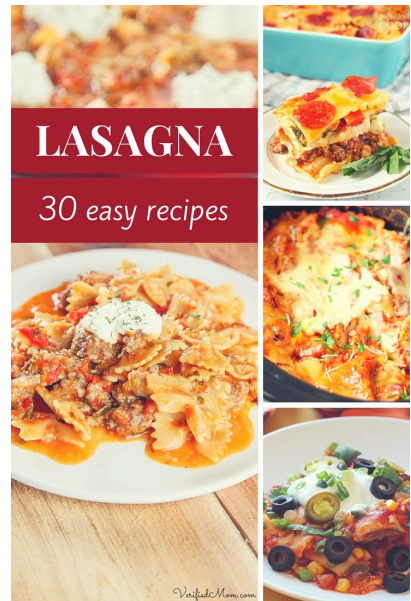


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**POSITIVE MANTRA'S**

TO KICKSTART YOUR DAY

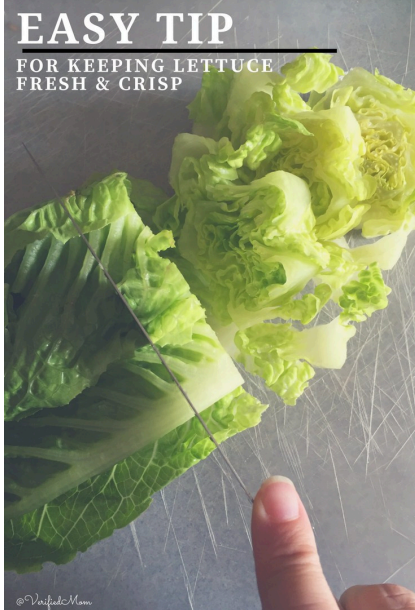
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2016  
Fall Makeup  
Picks

STREAMING GUIDE

*cutting the cord*



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

[WWW.VERIFIEDMOM.COM](http://WWW.VERIFIEDMOM.COM)

# Portfolio

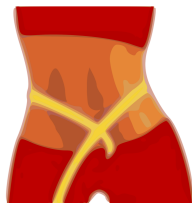
## Graphics

**Stick to the plan and you can...**



# Portfolio

## Banners/Headers



ADVENTURES OF A  
*Shrinking Lady*

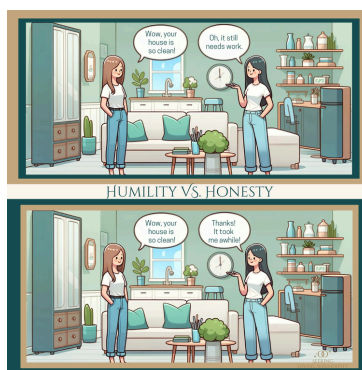
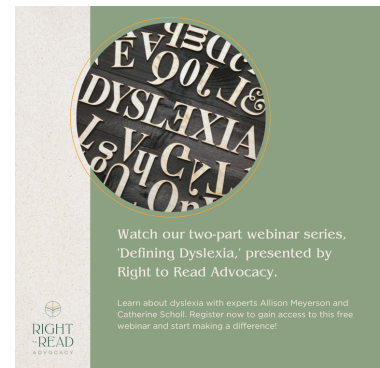
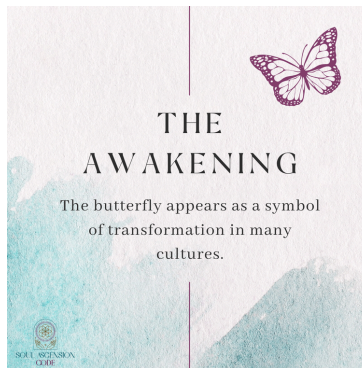
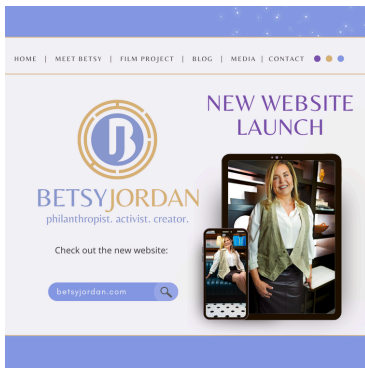


**The Opinionated Writer**

*Everyone is entitled to their opinion*

# Portfolio

## Social Media Graphics





# Portfolio

## Pinterest Management Results



## WordPress SEO Results

|                          |  |                        |  |   |   |                      |   |   |
|--------------------------|--|------------------------|--|---|---|----------------------|---|---|
| <input type="checkbox"/> | FotoJet browser based photo editing app for the win!               | Verified Mom - Phyllis | Bloggng 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.

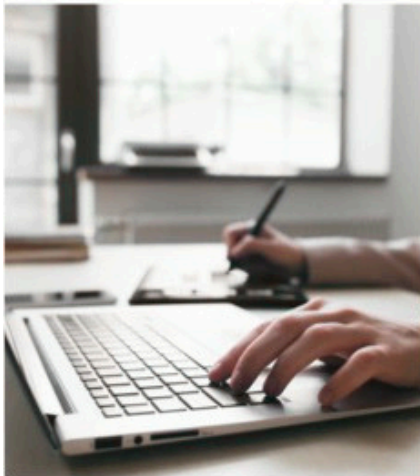
Juliet Hartley {Fashion Designer/Stylist/Visual Artist - BowAllure}

# Pricing

Choose the package that is best for you

## RETAINER PACKAGE OPTIONS

[WWW.PHYLLISPOMETTA.COM](http://WWW.PHYLLISPOMETTA.COM)



### BEGINNER

\$450

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

10 Hours Total

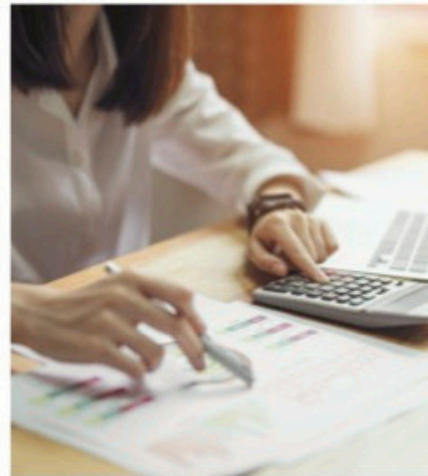


### GROWTH

\$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

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\*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](mailto:Phyllis@PhyllisPometta.com)