

Wellness with Ashantis



Virtual Assistant & Consultation Info Guide

Why should I work with a Virtual Assistant?

Small business owners often turn to virtual assistants to reduce their workload and support their growth goals.

Whether you're a solo entrepreneur or building a team, a virtual assistant can provide the creative, administrative, and operational support you need to take your business to the next level, without incurring costs associated with hiring a salaried employee.

I am dedicated to helping my clients achieve their goals by providing them with cost-effective and efficient support - all while ensuring they are supporting their wellness in the process.

As a Master's level trained Counselor, I integrate my education with my 10+ years of experience in both the non-profit and for-profit sectors to ensure you get to enjoy being a business owner!



Services

To ensure that I provide the best experience for my clients, I offer customized package plans after conducting a 30-60 minute discovery call. This allows us to tailor my services to your organizations specific needs, maximizing the effectiveness of our time together.



Social Media Management

- Graphic Creation
- Video Editing
- Content Strategy
- Post Scheduling
- Social Strategy
- Community Management
- Trend and Hashtag Research
- Influencer Management

Website Management

- User Experience Audit
- Graphic Creation
- Sale Listings
- SEO Research
- Blog Maintenance
- Calendar/Event Maintenance

Project Management

- Operations Strategy
- Event Planning
- Product Launch
- Project Planning
- Project Implementation
- Budget Management
- Sales Strategy
- Customer Support Strategy

General Administration

- Email Inbox Management
- Calendar Management
- Meeting Scheduling
- Travel Coordination
- Expense Reporting
- Document Clean Up

Are you ready to explore working together?

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"I would work with her again in a heartbeat!"

Caitlyn C, Chicago Shakespeare Theatre

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"If I could compile a team of dedicated humans like Ashantis, I would."

Lindsay R, DePaul University

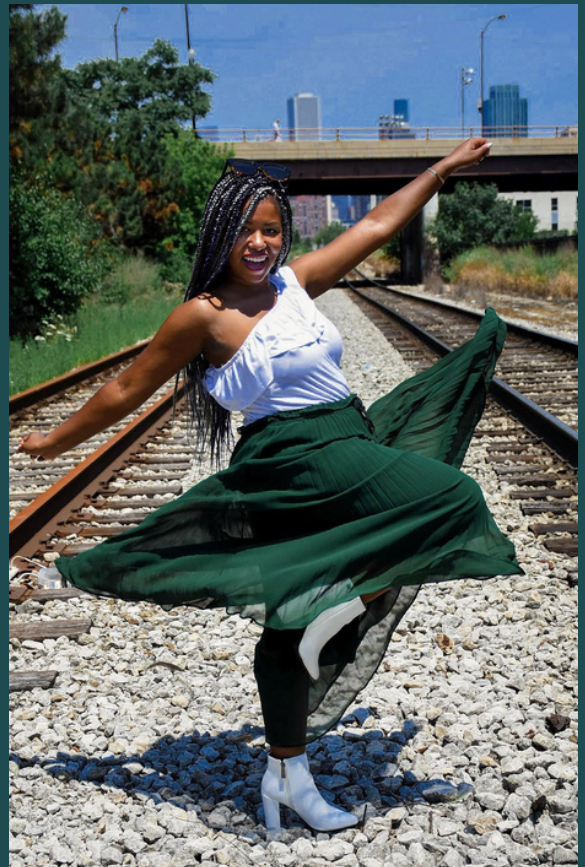
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Ashantis Jones redefines the standard that I set for dedication, passion, and hard work.

Nicholas T, CAMP - A FASD Community

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See what some of my previous clients and colleagues have to say about about our time together!



Contact Me

Let's work together!



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