



BUSINESS BRANDING TEMPLATE

Name of Business: Gizelle Adriano I Virtual Professional
Address: Pasig City, Philippines
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Website: <https://gizellepadriano.wixsite.com/freelancingservices>
Contact Person: Gizelle Adriano

Vision: We are here to provide reliable, excellent, and efficient virtual partnerships to executives, business owners, and entrepreneurs.

Mission: We will help you maximize your business capabilities without the need to worry about small details and time-consuming tasks.

Goal: To deliver invaluable virtual service focusing on administrative tasks, data entry, and other admin works to executives, business owners, and entrepreneurs.

Tagline: Need reliable help for your workload? We got your back!

Logo:



Main Font Style: Just Write

Other Fonts used: Open Sans Light

Main Color:

#ffffff

#faba7a

#fedf9a

#a98f80

#54435f





Services/Products Offered: Admin support

- Data entry
- Calendar and Travel Management
- Email Management
- Transcription
- MS Office Proficiency
- Basic knowledge in Google Drive, Docs and Spreadsheets
- Preparing memos, correspondence, and letters
- Social Media Optimization
- Basic Social Media Marketing and Management Plan
- Scheduling Social Media Content using Hoot suite
- Scheduling Facebook Content using Creator Studio
- Creating Organic and Paid Social Media Campaign
- Basic Graphic Design using Canva; Logo creation
- Basic Website Design using Wix

Days Open: Monday - Friday

Hours Open: 8am - 5pm

Target Market Info:

Dominant Gender: Female and Male

Age range: 25-50

Locations: the Philippines, Australia and Europe (Italy)

Time of engagements: 3pm - 5pm

Keywords

Main – Virtual Admin Professional

Supporting keywords:

Administrative Support Specialist

Virtual Assistant

Virtual Administrative Assistant

Professional Virtual Assistant

Admin Support Specialist

Virtual Professionals Ph