



JANET PHAN

VIRTUAL ASSISTANT SERVICES PORTFOLIO



WELCOME!



I'm Janet!

FOUNDER OF
JANET PHAN DESIGN

A virtual assistant by day and an aspiring videographer by night, I live in SoCal and enjoys creative hobbies like sewing and painting. I have a beautiful cat named Snowy who loves to help me with my work. I enjoy watching cooking videos and eating tasty food. I'm an avid fan of photography, videography, and web development/programming. I love to learn, and am always striving to learn something new!

For as long as I can remember, I have loved reading. I love all kinds of stories, including suspense, romance, mystery, and fantasy, but my favorite books are YA romances. I grew up on Harry Potter, Lemony Snicket, Darren Shan, Circle of Magic, Nancy Drew, and Sweet Valley!

I have three degrees in graphic design, marketing, and business management. After covid hit, I decided that life is too short to work at somewhere that didn't make me proud or happy to be at and decided to make this my full time work.

Janet Phan



ADMINISTRATIVE SERVICES

INBOX MANAGEMENT

Reading, writing, and sending emails, creating folders, creating filters to keep you organized

VIRTUAL ASSISTANCE

Calendar management, organize meetings (Virtual or on Location), make travel arrangements, event planning, create/maintain spreadsheets and presentations, inbox management, develop weekly/monthly reports, client/customer support, expense tracking, IT support, various other duties as assigned

WORKFLOW MANAGEMENT

Tracking project progress through notes/reports, ensure compliance with internal policies/procedures, meet with clients

PROJECT MANAGEMENT

Oversee project scheduling, budgets, and deliverables, attend client meetings to update on progress of project, ensure compliance with applicable laws, regulations, and codes, assist with closing out projects, handle project start-up & planning, provide technical support for design and construction teams, coordinate with contractors, suppliers, and subcontractors, prepare and manage budgets

SOP CREATION (TECHNICAL WRITING)

Write, edit, manage SOP documentation, training, and implementation. Review, analyze and test new processes/techniques to ensure company needs are met.

SYSTEMS SETUP

Setup sales funnels, automations, shopify items, and more.

CRM SPECIALIST

Maintain all customer communication, including updating and maintaining CRM & company websites, responding to customer inquiries, building customer loyalty.



CREATIVE SERVICES



WEBSITE DEVELOPMENT

Create and maintain websites, web applications, and databases using HTML, CSS, JavaScript, etc

PHOTOGRAPHY (EVENTS/FOOD/PRODUCT)

Photography and edit events, food, or products.

GRAPHIC DESIGNER

Assist marketing department in defining and executing channel marketing strategies. Generate new promotional sales collateral such as flyers, brochures, advertisements, website banners, social media pages, and email blasts. Create/Edit graphic designs for various internal/external communication channels. Manage/Create/Edit graphics. Design, create, and produce print graphics. Develop and maintain print standards. Assist in producing timely and effective copy. Assist marketing department with emails, social media, and presentations.

SOCIAL MEDIA STRATEGY/MANAGEMENT

Manage social media accounts, create social media content, build and drive traffic to websites, create online promotions, conduct A/B Testing, generate reports on results. Maintain ongoing communication between team members, clients, partners, vendors, and agencies. Report on KPIs, create/test new social media campaigns, optimize existing campaigns. Create new brands/rebranding content for social media such as infographics, videos, podcasts, and short form content. Develop content calendars, manage/report content and reach. Work with creative/development teams to create content

PODCAST MANAGEMENT

Develop, publish, maintain, and track podcast episodes. Create relevant guest lists, outreach to guests, scheduling guest appearances for you

PODCAST EDITING

Podcast audio editing. Implement intros, outros, ads, music, etc.

VIDEO EDITING

Editing, color grading, putting together clips, YouTube, IG Reels, TikTok, short form content, upcycle evergreen clips, product videos, etc.

PORTFOLIO

Graphics for Social Media + Print

DID YOU KNOW?

Colorado Secretary of State has over 1 million records available of businesses that have registered since the 1800s?

B.C. Business Intelligence Center

Take the guesswork out of data.

Request a workshop today.

B.C. Business Intelligence Center

cbcc
COLORADO BLACK CHAMBER OF COMMERCE
La Cámara de Comercio Minoritaria de Colorado es una organización vital en el Estado coloradino.

Ve a todo lo que ofrecen

www.ColoradoBlackChamber.org

2019 SUTHERLIN COUNTRY MUSIC

AUG 22 2019
7PM - 10PM

188 E. EVERETT AVE. SUTHERLIN, OR

BEN RUE
STEVE RENAUDS

Presented by the Sutherlin Area Chamber of Commerce & the City of Sutherlin

OREGON JAMBOREE
music festival

THE SCOREBOARD AND OAKLAND TAVERN ARE UPping THEIR GAME THIS SUMMER BY SENDING YOU TO THE OREGON JAMBOREE!

HERE'S YOUR CHANCE TO WIN **3 DAY WIN PASSES**

FEATURING

AND MORE!

LISTEN TO ACE AND TORY IN THE MORNING ON 103.3

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DINO'S RESTORANTE

Gluten Free, Wheat, Pasta and Vegetarian options available

188 E. EVERETT AVE. SUTHERLIN, OR

The Colorado LGBT Chamber of Commerce has a business directory where you will find a **LOT** of businesses from A-Z!

<http://business.colblogs.org/list>

103.3

FOR YOUR CHANCE TO WIN!

Graffiti Special!

EAT HEALTHY. LIVE LONGER.

TRADITIONAL LEBANESE CUISINE

Buy ANY 3 Wraps Get 4th one FREE!

WTFafel

250 NE Garden Valley Blvd. Suite #18 • 541-900-1221 (Located in One Champion Plaza)

Mon-Sat 11am-7pm
Visit www.wtfafel.net for more information.

Discover THE PIZZA Portal

Little Caesars

Check out the Little Caesars App, order online, pay online, and pick up your order at the special pick up area at Little Caesars!

¿Su plan de negocio está listo y necesita dar al siguiente paso en la creación de su empresa?

MyBizColorado es la manera más rápida de registrar y manejar su negocio.

<https://mybiz.colorado.gov/intro>

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The News-Review | Tuesday, July 9, 2019

THE CURE FOR THE SUMMERTIME BLUES?

Drain July 26th & 27th
North Douglas County Fair Civic Center and Park

Myrtle Creek July 11th - August 1st
Music in the Park
Millsite Park - 6 to 8:30pm

July 25th thru 27th
Myrtle Creek Summer Festival
Millsite Park

Reedsport & Winchester Bay July 23rd - 28th
Dunefest
Umpqua Discovery Center - 6 to 7:30pm

Roseburg July 16th, 23rd, 30th & August 6th
Music on the Half Shell
Stewart Park at 7pm

July 10th thru 14th
Graffiti Week
50's Car Cruise and Shows

July 20th
River Appreciation Day
Whistler's Bend Park
12pm - 8pm

Sutherlin July 19th & 20th
Stampede Rodeo & Parade

Winston July 12th, 19th, 26th, 27th & Aug 2nd
Riverbend Live!
Riverbend Park - 7 to 9pm

Saturday July 13th
Graffiti Cruise

50 YEARS AGO

...the stock exchange high= 969 and low= 770
...the cost of a gallon of gas \$0.32
...the cost of a gallon of milk \$1.10
...the cost of a new home \$40,000
...average annual income \$6,500
...cost of a new car \$2,000
..."True Grit", "Butch Cassidy and the Sundance Kid", "Hello Dolly!", "Midnight Cowboy", "Cactus Flower", and "Easy Rider" were a few of the top movie premieres
..."The Brady Bunch", "Sesame Street", "Monty Python's Flying Circus", "Scooby Doo, Where Are You!" and "Hee Haw" all premiered on TV. Other popular shows were "Laugh-in", "Gunsmoke", "Bonanza", "Marcus Welby, M.D.", "The Red Skelton Hour" and "Hawaii Five-O"
..."Sugar, Sugar" by The Archies tops the charts
..."Let It Bleed" by The Rolling Stones was the top album
...Richard Nixon was inaugurated president of the United States
...Construction began on Walt Disney World in Orlando, Florida
...Neil Armstrong landed on the moon
...The Manson Murders shocked the nations
...Woodstock Music Festival reigns for four days

COW CREEK UMPQUA TRIBE
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PORTFOLIO

Press Kit for Colorado Secretary of State - Business Intelligence Center



Business Intelligence Center

A program of the Colorado Secretary of State



Colorado Secretary of State

TECH TOOLS & PARTNERS

One of the great things about BIC is our partners. Partners and sponsors offer technical tools, training, and their own valuable time to mentor our participants. For each of the tools below, we have experts available to answer questions and support the competitors while they learn how to best use these tools in their submissions.

- ESRI
- Tableau
- Brownstein Farber Hyatt and Shreck

SATELLITES

BIC has always relied on support from organizations and individuals across the State. Whether they are educators, co-working spaces, tech incubators or economic development organizations we work together to get the word out, build teams, mentor and host events.

Colorado Springs
Location: Epicentral CoWorking
Contact: Frank Frey - frank@epicentral.org

Denver
Location: The Commons on Champa
Contact: Teresa Miller - tmler@thecommons.co

Durango
Location: Southwest Colorado Accelerator Program
Contact: Brittany Cupp - brittany@goscipe.org

Grand Junction
Location: Maverick Innovation Center
Contact: Tom Benton - tbenton@coloradomesa.edu

Stirling
Location: Annex Coworking
Contact: Trea Miller - trea@sterling-logan.com

Data Workshop Info

The University of Colorado Boulder, Leeds School of Business, Business Research Division (BRD) in partnership with the Business Intelligence Center (BIC) offers the chance for non-profits, for-profits, economic development organizations, state and local agencies and communities to partner on workshops to teach participants how to access, interpret, and analyze public data via a step-by-step tutorial. Spaces are traditionally limited to 25 participants and attendees must bring a laptop for the session. Workshop requests need to be made at least 90 days in advance of the intended workshop date.

A typical workshop runs 2-4 hours, including a break for lunch and can be scheduled during normal business hours, on regular business days (excluding bank holidays) as virtual or in-person delivery.

Stay tuned for a the agenda!

CONTACT

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XXXXXXXXXXXX
Deputy Communications Director

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Websites:
Business Intelligence Center

Social:
Facebook: @ColoradoBIC
Twitter: @ColoradoBIC
LinkedIn: @ColoradoBIC
Instagram: @ColoradoBIC
#innovatecoforum #innovatecodata

PHOTO LIBRARY

Please visit: <https://bic.coloradosos.gov/download>

APPROVED LOGOS

Please find downloadable logos here: <https://bic.coloradosos.gov/download>

BUSINESS INTELLIGENCE CENTER - STYLE GUIDE

LOGO LOCKUPS + MINIMUM MARGINS



The Business Intelligence Center single line logo should be used in almost all horizontal space is limiting factor, one of the other approved logo layouts.

The minimum margins, or "safe area", should be no less than the height or width of the logo itself. If the full "Colorado Secretary of State" logo is used, the "safe area" should be no less than the height or width of the logo itself.

The full color logo lockups (below) should be used whenever possible, but same spacing and margins rules apply.

TYPOGRAPHY

GOTHAM
ABCDEFGHIJKLMNPQRSTUWVXZ
abcdefghijklmnopqrstuvwxyz
1234567890

LEAGUE GOTHIC
ABCDEFGHIJKLMNPQRSTUWVXZ
abcdefghijklmnopqrstuvwxyz
1234567890

This can be used for smaller headlines. If accompanied by a thick underline of the "line" or "grid" space it is addressing.

Source Sans Pro
ABCDEFGHIJKLMNPQRSTUWVXZ
abcdefghijklmnopqrstuvwxyz
1234567890


This is to be used for body copy only.

ALTERNATE LOGOTYPE COLORWAYS

None of these should be used unless approved.



COLORS + USAGE

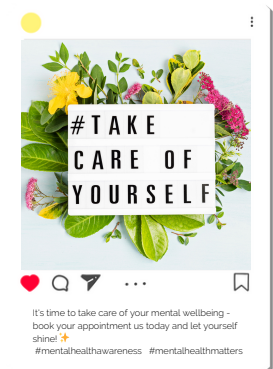
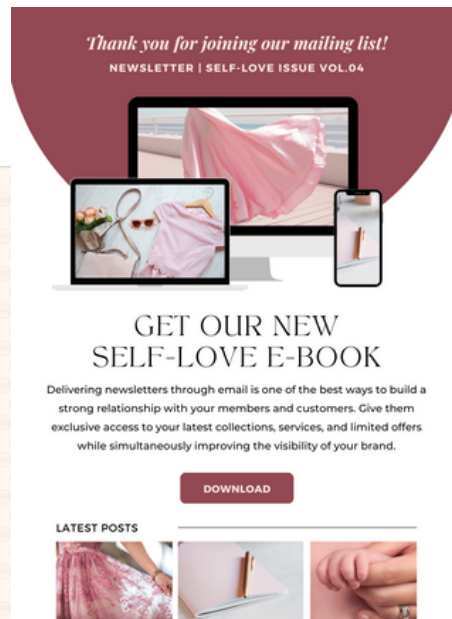
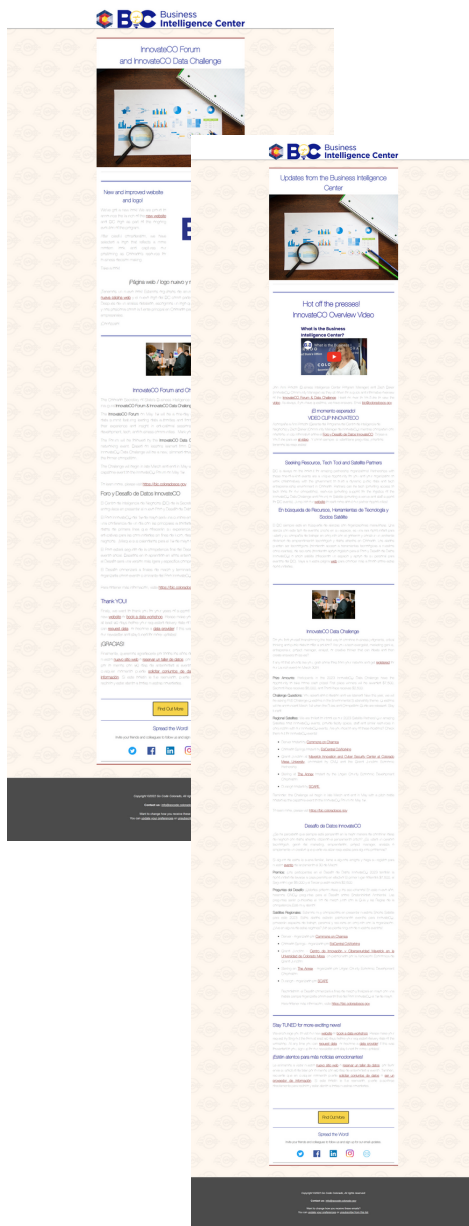
PRIMARY USE COLORS	SECONDARY/ACCENT USE COLORS
 RGB: 16 / 30 / 142 CMYK: 100 / 97 / 10 / 4 HEX: 101a8e PMS: 2746C	 RGB: 37 / 202 / 231 CMYK: 61 / 0 / 23 / 0 HEX: 25a3d3 PMS: 319C
 RGB: 247 / 212 / 75 CMYK: 3 / 14 / 82 / 0 HEX: f7d44b PMS: 128C	 RGB: 209 / 180 / 0 CMYK: 22 / 23 / 100 / 0 HEX: d1b400 PMS: 600C
 RGB: 0 / 0 / 0 CMYK: 40 / 40 / 40 / 100 rich cmky-black for graphics or text/display - not to be used for small/body type	 RGB: 248 / 243 / 240 CMYK: 2 / 3 / 3 / 0 HEX: f9f9f9 used for backgrounds instead of plain white
 RGB: 117 / 114 / 109 CMYK: 54 / 47 / 51 / 15 HEX: 75726d	 RGB: 155 / 152 / 147 CMYK: 42 / 35 / 31 / 1 HEX: 999893
 RGB: 58 / 149 / 122 CMYK: 77 / 21 / 62 / 3 HEX: 39957a	 RGB: 96 / 187 / 160 CMYK: 61 / 3 / 46 / 0 HEX: a0d0ba
 RGB: 129 / 83 / 116 CMYK: 51 / 74 / 34 / 11 HEX: 815374	 RGB: 163 / 109 / 146 CMYK: 38 / 64 / 22 / 1 HEX: a3a0d2
 RGB: 64 / 64 / 65 CMYK: 68 / 63 / 59 / 46 HEX: 404041	 RGB: 210 / 205 / 202 CMYK: 41 / 15 / 14 / 0 HEX: 929292

*Purple tones are to be used sparingly, typically for lines and borders.

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PORTFOLIO

Email Campaigns & Copy Writing





PRICING

Choose the package that works the best for you!

HOURLY	PACKAGE ONE	PACKAGE TWO	PACKAGE THREE
<p>\$35 (per hour)</p>	<p>\$499 (per month)</p>	<p>\$1799 (per month)</p>	<p>\$2999 (per month)</p>
<p>INCLUDES:</p> <ul style="list-style-type: none">- Administrative Services- Creative Services	<p>PACKAGE INCLUDES:</p> <ul style="list-style-type: none">- Up to 15 hours of work- Administrative services, social media management, graphic design	<p>PACKAGE INCLUDES:</p> <ul style="list-style-type: none">- Up to 60 hours of work- Administrative services, social media management, graphic design	<p>PACKAGE INCLUDES:</p> <ul style="list-style-type: none">- Up to 120 hours of work- Administrative services, social media management, graphic design, video editing



*PACKAGES: Additional hours will be charged at \$30 per hour, or you may choose to upgrade to the next package tier.

TESTIMONIALS



"Janet is an invaluable asset to the team. She is able to anticipate problems and make quick changes to ensure a successful launch."

ZACHARIAH STEPHENS, FOUNDER OF ZACHKEYS

"Janet you are the bees freaking knees! How lucky am I to you have you as a teammate!"

ANNI PROCTOR, BIC / GOCODE COLORADO PROGRAM MANAGER



"If you are deciding on whether or not to hire her as a VA, DO IT! She consistently produces quality work and is a reliable source of support and guidance to the team."

ALISA, FOUNDER OF SOCIAL714



LET'S DO THIS

READY TO TAKE
YOUR BUSINESS TO
THE NEXT LEVEL?



CLICK HERE TO
BOOK A CALL
WITH ME!

If you have any additional questions,
don't hesitate to email me hello@janetphan.com