



405-259-2893

Help is a phone call or email away!

Remember when you first started your business? How you dreamed you would make it big and then be able to spend more time with your family and friends doing the things you love, only to discover you are now overwhelmed and need help? MelKay Administrative Support is here to help you realize there is a better way! Let us take those tiny but important tasks that drain your energy, your schedule and your budget. We offer a variety of services at competitive prices. You are a smart, successful, and savvy business person so take a moment and find out how critical it is to hire a virtual assistant. Then contact us. You will be glad you did!

- Email Handling; sort, delete spam, organize by importance
- Calendar Handling; schedule appointments, meetings, and even remind you of events, birthdays, etc
- Research; data scraping to find all pertinent information
- Data Entry; format spreadsheets, insert data, track responses
- Social media; create content and schedule posts- Facebook, Twitter, Google+, Pinterest
- Respond; retweets, comments, follow ups, interaction
- Audience building; increase your fan base via social media and get your brand out there
- Blogging; create a blog, create content, configure widgets, respond to comments (Wordpress)
- Marketing; bulk email, create brochures, create content, avenues to reach potential clients
- Phones; manage phone calls, intake messages
- Human Resources; verify references, identity, work history
- Accounting; invoice clients, reconcile bank statements, collections
- Sales follow up; ask for feedback, offer new products, tracking
- Transcription; listen to audio of meetings and format into readable Word documents
- Personal services; order flowers, send out thank-you's, schedule flights, create itineraries
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Let us knock out that to-do list and free your time for building your business or spending more time with your family and doing the things you love most!

