

VIRTUALITY

GROW YOUR BUSINESS WITH US



About Us

Whether you are looking to free up some time or looking to automate a few tasks, Virtuality is here for you. Assisting business owners and individuals in all fields, we will be with you every step of the way.



Principal

Andrew Rector

As a personable and detail-oriented individual, I pride myself on my personal initiative and positivity in and out of the work environment. I have extensive experience with administrative work, developing brand identity, and building successful business strategies.

Bookkeeping & Calander Management:

Payments and Invoicing
Budgeting
Email / Text Reminders
Calander Management

Personal Tasks:

Buying gifts
Booking Appointments
Researching Restaurants
Paying Bills
Travel Research and Booking
Event Planning

Group Management:

Facebook Management
Linkedin Management
Membership Management

Social media:

Social Media Scheduling
Social Media Strategy
Social Media Design

Design:

Design via Canva
Design via Adobe Suite
Advanced Graphic Desing Skills
Powerpoint Presentations
Creating Infographics
Logo Design / Graphic Design
Brand Identity

Website Design / Management:

WordPress Updates
Web Design
WordPress
Squarespace
Shopify

Ad Creation & Management:

Facebook Ads
Linkedin Ads
Instagram Ads
Google Ads

Newsletters:

Newsletter Design
Email Automation
Mailchimp
Hubspot

Marketing:

Email Marketing
Digital Marketing

Admin & Writing

Editing
Proofreading
Data Entry
Ghostwriting
Appointment Setting
Internet Research
Customer Service

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