

# Freelancing Branding Template

## Digitastic Desk

Cainta Rizal, Philippines

+63 945 407 1048

marialourdes.santos03@gmail.com

Contact Person: Maria Lourdes Santos

# **VISION**

To provide expertise to assist  
your business' growth and  
success.

# **MISSION**

To provide quality services for  
your daily business needs.

# **GOAL**

To provide virtual assistant  
services.

# **TAGLINE**

WORK.PASSION.COMMITMENT

# BRANDING LOGO



Other Font Style: Open Sans, Open Sans Light

# Services/Products Offered

- General Virtual Assistance
- Administrative Support
- Social Media Management and Marketing

## Sub Services

- Data Entry
- Transcription
- Calendar Management
- File/Email Management

**Days Open:** Monday - Friday

**Hours Open:** 9am - 11pm PH Time

## Target Market Info:

1. Dominant Gender: Men/Women
2. Age Range: 30 - 50 years old
3. Locations: Philippines, USA, Australia, New Zealand and others
4. Time of Engagements: 9am - 11am

# Keywords

- general virtual assistant
- freelance virtual assistant services
- virtual assistant jobs

## Supporting Keywords

- virtual administrative assistant
- remote virtual assistant jobs
- freelance virtual assistant
- virtual admin assistant
- virtual assistant positions
- virtual admin jobs
- virtual assistant data entry jobs
- virtual assistant services jobs
- freelance va
- services offered by virtual assistants