



COMPANY Profile



OUR BUSINESS IS TO MAKE SURE
YOUR BUSINESS SUCCEEDS



COMPANY Overview

At 20Four7VA, we love what we do and we want to make a difference in the lives of our clients and VAs.

Our company is recognized for providing excellent virtual assistance to clients from all over the world. We invest time and resources to find the right people for our clients. We know and understand the challenge of effectively managing a business – and we are very eager to help.

**OUR BUSINESS IS
TO MAKE SURE
YOUR BUSINESS SUCCEEDS**

We **DISCOVER** the most talented and skilled VAs from all over the world.
We **HIRE** people with the right combination of skills, talents, and attitudes.
We **TRAIN** our VAs and equip them with the right tools and knowledge.

Our commitment is to help our clients reach success in the way that we know best – virtual staffing.

MISSION

"To bring our knowledge of **OVERSEAS** solutions to small and medium-sized businesses and to provide them with access to incredible **PEOPLE** with incredible **SKILLS** in the most cost-effective manner."



VISION

"To become the **MOST TRUSTED** virtual staffing company for business services support."



CORE VALUES

INTEGRITY
COMMITMENT TO
TEAMWORK **EXCELLENCE**
WORK-LIFE BALANCE
TRUTHFUL COMMUNICATION





EXECUTIVE TEAM



TIM VANVONNO

Company Founder, VP Marketing/Sales & Strategic Partnership Development

Tim manages the company's development of strategic partnerships. He also spearheads reputation management functions and takes part in upper management decisions. A self-confessed newspaper junkie, he is constantly ensuring that he is up to date with the latest industry trends for virtual staffing.

SKILLS: *Company Founder, Entrepreneurial Experience, Business Development Consulting*

CATHERINE VANVONNO

President & Executive Director of 20Four7VA



Catherine oversees the daily operations of 20Four7VA and manages the company's finances. She also heads the company's brand management, client relations, strategic planning and business development areas. While it is certainly a challenge to work with staff from halfway across the world, her positive attitude and progressive leadership style enabled her to overcome the hurdles and establish a thriving and solid relationship with her team.

SKILLS: Over 15 years of experience in strategic planning, product development, market research, brand management and public relations, eBusiness, and human resource management.



OPERATIONS TEAM

Our Operations Team is responsible for finding great virtual assistants and equipping them with the right resources to make them happy, efficient and productive workers for their clients.

Key Responsibilities:

- ➔ Compliance Documentation and Management
- ➔ Source and Evaluate VA Candidates
- ➔ Resolve Issues and Accounting Concerns
- ➔ Manage Company Policies and Procedures
- ➔ Skill Match VAs with Client Needs
- ➔ Conflict Resolution
- ➔ Maintain Open Lines of Communication



DIGITAL MARKETING TEAM

The Digital Marketing Team believes in taking things to the next level. Whether it's developing and executing social media strategies, raising brand awareness, or optimizing online marketing campaigns across all digital channels, count on them to get the job done.

Key Responsibilities:

- ➔ Website Development
- ➔ Graphic Design
- ➔ SEO Management
- ➔ Social Media Marketing
- ➔ Content & Copywriting
- ➔ Editing & Proofreading



TRAINING TEAM

Our Training Team is responsible for conducting trainings and orienting newly hired VAs. Aside from coaching and monitoring, they also support VAs on their tasks and create training materials and online courses.

List of Courses:

- | | |
|--|--|
| <ul style="list-style-type: none"> ➔ Introduction to Amazon Seller Central ➔ Amazon Seller Central Account Management ➔ Reverse Engineering with Google Trends ➔ VA Success Factors ➔ Introduction to Business Blogging | <ul style="list-style-type: none"> ➔ Introduction to eBay Store Management ➔ Product Sourcing using OAXray ➔ Online Arbitrage ➔ Shopify Store Setup ➔ Social Media Management |
|--|--|

SERVICES

20Four7VA is a company that evolved from our need to fill staff vacancies in our network of companies. By the time we developed recruitment and training strategies for our own VAs, friends came to us to help them find VAs. That is how we developed a passion in sourcing, training & monitoring top-class virtual assistants.



TIER 1 ADMIN VA

Admin tasks usually take up a huge chunk of your time, but they don't have to. Our Admin VAs can perform tasks such as the following:

- Email & Schedule Management
- Cold Calling
- Basic Customer Service
- General Bookkeeping
- Lead Generation
- Research & Data Encoding
- Transcription
- Product Sourcing
- CRM Data Input and Verification
- Process Documentation

\$65 Part-time (10hrs/week)

\$104 Part-time (20hrs/week)

\$173 Full-time (40hrs/week)



TIER 2 eCOMMERCER VA

Our E-Commerce Virtual Assistants are highly skilled, efficient and well-trained. Our E-Commerce VAs can perform tasks such as the following:

- ALL TIER 1 SKILLS +**
- Advanced Customer Service Duties
- Amazon Seller Central Duties
- eBay Store Duties
- Shopify Store Duties
- Inventory Management
- Basic Social Media Management
- Basic Photoshop
- Competitor Research
- Seller Support Liaison Duties

\$77 Part-time (10hrs/week)

\$126 Part-time (20hrs/week)

\$210 Full-time (40hrs/week)



TIER 3 SPECIALIST VA

Social Media, website design, SEO can work wonders for your business and bring more leads. Our specialist VAs can perform tasks such as the following:

- Content Writing & Editing
- Graphic Design
- Video and Audio Production
- Website Development
- Search Engine Optimization
- Social Media Management
- Blogging
- eCommerce Site Set-Up
- Press Release Writing
- Advanced eCommerce Support

\$88 Part-time (10hrs/week)

\$144 Part-time (20hrs/week)

\$240 Full-time (40hrs/week)





HOW IT WORKS



1

Contact us for an **OBLIGATION-FREE** consultation on your needs. We need to understand your business in order to help.

We **match your needs** to the skill base of hundreds of Virtual Assistants worldwide.



2



3

An introductory **screening call** is set up so you can have a Skype or telephone interview with the prospective Virtual Assistants.

If this goes well, your new Virtual Assistant is **ready to go** the next business day once an engagement letter is signed and your payment subscription is set up.



4

WHAT OUR CLIENTS SAY



I tried to use a VA before, but I found the recruiting, monitoring, and training aspects to be problematic—leading to failure. But 20Four7VA really solves these problems effectively. Their system allows us to find someone we could immediately begin working with—and we've been happy ever since. If you want a turn-key solution that eliminates the work involved in recruiting, training, mentoring, and managing pay details, then we highly recommend 20Four7VA.

JASON MILES, CEO, Liberty Jane Clothing



Very happy with the management of our VA. As we had never had a VA before 20FOUR7VA were very helpful in helping us.

JOSEPH HEARNE, Incite Nutrition



Loved it - really simplified a potentially tough process and provided a great resource.

JACQUES GROBLER, Redstone Kitchenware

Live Blood Online

Finding 20FOUR7VA and my virtual assistant has allowed me to grow my business in lots of new ways. I recommend 20four7VA highly.

ELIZABETH CLEMONS, Live Blood Online



My VA is very professionally trained. She is on time and take care of lots of my business. Very smart and follow up very quickly. Thank you for your service!

SHIHUI LUO, Lat Long Trade LLC

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