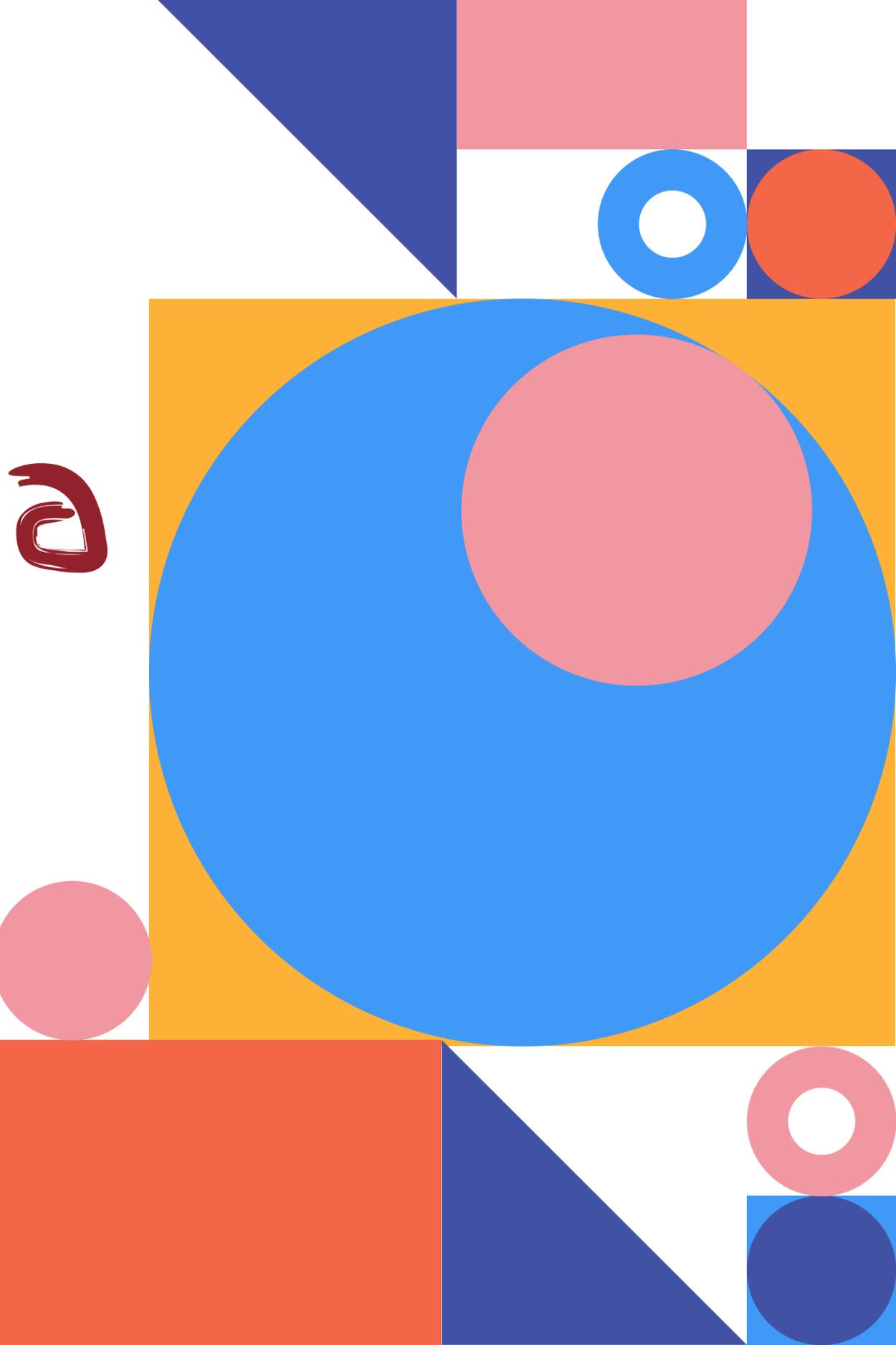

Christine Rivera

Procurement & Supply Chain Specialists

Virtual Assistant

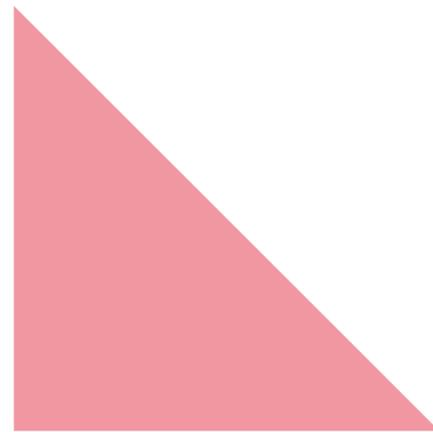


Get to know Christine



Christine have been working as a Supply Chain Specialists. She was trained as a Virtual Assistant this 2020.

I have work with several businesses that develop my organizational and leadership skills.



My services



VIRTUAL ASSISTANT

Data Entry | Transcription | Report Generation | Administrative Tasks



WEBSITE DESIGN

Creation | Design | Optimization | Landing Pages



EMAIL MARKETING

Lists for marketing | Scheduling broadcasts | Email Newsletter | Article Writing



ONLINE BOOKKEEPING

Bookkeeping



SOCIAL MEDIA & SEO

Social Media Management & Marketing | Search Engine Optimization | Lead Generation



Business Branding / Logo Creation



Freelancing Branding Template

Name: The C Project

Address: Marikina ,Manila, Philippines

Contact number: +63 9173487251

Email: christineviscorivera@gmail.com

Contact Person: Christine Rivera|

Vision: Assist and build trust to business owners.

Mission: To focus on clients needs by providing excellent services

Goal: To provide General Virtual Assistance, Web design, Email Marketing and Online bookkeeping services that will help to boost their productivity.

TAGLINE

I can assist you in your VIRTUAL ASSISTANCE needs while I providing also the following

1. Credibility
2. Consistency
3. Collaboration

Possessing them all will start a greater SUCCESS in your business

Logo:



Main Color:



Brown
#91212B

Midnight
Blue
#163649

Light Steel
Blue
#E9E3EB

Black
#040404

Cadet Blue
#52918C

#91212B

#163649

#E9E3EB

#040404

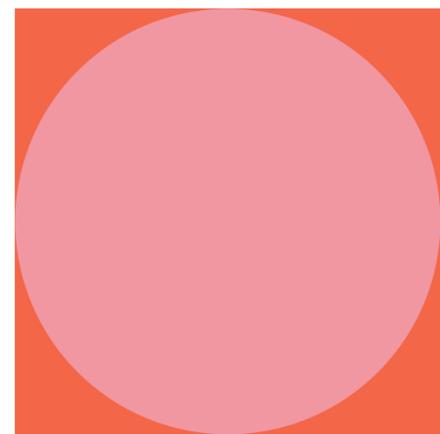
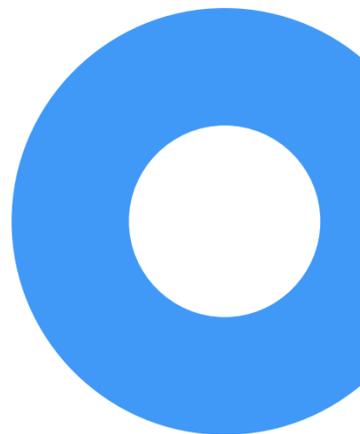
#52918C

Main font style: Hand Paint

Other font styles: Virtual

LINK:

[HTTPS://RB.GY/7JAHBL](https://rb.gy/7JAHBL)





Social Media Management and Marketing / Optimization of pages

Social Media Management and Marketing plan

- I. Management
 - 1. Business Branding - <https://docs.google.com/document/d/1X7M7pDQW7RPEerPMjQZhtyn2yPVfadiF10hN-eG5ho/edit?usp=sharing>
 - 2. Social Media Assessment and Planning
 - a. Facebook ads
 - b. Linked in
 - c. Instagram
 - 3. Keyword Research
 - 4. Social Media Creation and Optimization
 - 5. Social Media Content Creation
 - 6. Social Media Content Management
 - 7. Social Media Interaction and Community Growth & Management
 - 8. Interaction/Engagement
 - 9. Insights
- II. Marketing
 - 1. Identifying target market
 - 2. Creating marketing plan
 - 3. Brand awareness – FB ads
 - 4. Promoting products and services
 - 5. Marketing and advertising
 - a. Organic
 - b. Paid
 - 6. Networking
 - 7. Monitoring and Evaluating Campaigns
 - 8. Interaction/Engagement
 - 9. Insights



SOCIAL MEDIA OPTIMIZE

- 1. OPTIMIZED FACEBOOK PAGE LINK- [HTTPS://WEB.FACEBOOK.COM/THECPROJECTVIRTUALASSISTANT/?MODAL=ADMIN_TODO_TOU](https://web.facebook.com/theCProjectVirtualAssistant/?modal=admin_todo_tou)
- 2. OPTIMIZED INSTAGRAM LINK -[HTTPS://WWW.INSTAGRAM.COM/TINERIVERA20/](https://www.instagram.com/tinerivera20/)
- 3. OPTIMIZED TWITTER LINK- [HTTPS://TWITTER.COM/CHRISTI197318313](https://twitter.com/CHRISTI197318313)
- 4. OPTIMIZED LINKEDIN LINK - [HTTPS://WWW.LINKEDIN.COM/IN/CHRISTINE-RIVERA-B98494154/](https://www.linkedin.com/in/CHRISTINE-RIVERA-B98494154/)

Social Media Content Plan & Creation

Date / Time	facebook Content /Text	Status
6/22/2020 , 2 PM	Who moved my cheese? By Spencer Johnson is a very good book that narrates how to anticipate change, adapt change easily and enjoying change and be ready to quickly change again. Reading this book will realize you to LOVE changes. 	Scheduled
6/23/2020 , 2 PM	What is the skills needed for freelancing skills? Sharing you a video how to have an edge in your freelancing skills. In demand Freelancing skills under the new normal https://www.fvaconsultancy.com/10-freelancing-skills-for-newbies/ 	Scheduled
6/23/2020 , 2 PM	Do you want to start a freelancing services. Sharing you my brand quality which focus on the 3 qualities <u>1. Credibility - Nowadays it is important to develop trust and confidence to your clients.</u> <u>2. Consistency - Always provide good services. Put always good in everything you do.</u> <u>3. Collaboration - It is important that we communicate and asks for feedbacks. Accept criticisms so you can develop this as your strength.</u> 	Scheduled
6/25/2020, 2 PM	Its not to late to start your own freelancing career! Study how to develop new skills today. 	Scheduled
6/26/2020 , 2 PM	"The best time for new beginnign is NOW" 	Scheduled
6/27/2020 , 2 PM	One thing about being a freelancer is that you have more time with your family. Who relates that you are always there for your child for their milestones? Share it in the comments. #freelancer #familygoals 	Scheduled
6/28/2020 , 2 PM	Here's a freelancing tip from our FVA page "Do not bite off more than you can chew" 	Scheduled

Date / Time	Instagram Content /Text	Status
6/22/2020 , 8 PM	"You have got to get up every morning WITH DETERMINATION if you're going to be WITH SATISFACTION #determination #newstart 	Scheduled
6/23/2020 , 8 PM	The best time to change is NOW. Identify what to want to change? #change #forthebetter 	Scheduled
6/24/2020 , 8 PM	"Just because I am a single mother doesn't not mean I cannot be a success" - Yvonne Kaloki Single mothers are strong but are not perfect. Single mothers are brave but sometime cry. You are amazing that you take a two roles. You are amazing to your child's eyes. #singlemom #strongwomen 	Scheduled
6/25/2020 , 8 PM	Riding a bike. Let's go. It's not about what you ride but how you ride it. #ridingabike https://bit.ly/3OUur1N 	Scheduled
6/26/2020 , 8 PM	Plan to buy a laptop ? Do not know brand and specification what you should buy? Heres a guid to help you decide that is right on your budget. https://www.livescience.com/60965-laptop-buying-tips.html 	Scheduled
6/27/2020 , 8 PM	Cooking/Baking with your kid. Its great fun to do. #bonding #parentgoals 	Scheduled
6/28/2020 , 8 PM	St John Paul II said "In that litte HOST is the solution t all the problems of the world" 	Scheduled

Social Media Content Plan & Creation

Date / Time	LinkedIn	Content /Text	Status
6/22 , 8 AM		CTRL + ALT + DEL. This means. CONTROL yourself. After you thinking, DELETE negativity. Face reality. Assess Your situation. Move on and get moving. #PassionPurposeProductivity #StartTheWeekRight #Monday	Scheduled
6/23 , 8 AM		Give jobs to those who are jobless. Help someone today.	Scheduled
6/24 , 8 AM		Invest your time to learn new skill. Sharpen your mind.	Scheduled
6/25 , 8 AM		Knowing your Strengths and Weaknesses Do we really know what are your strength and weakness? We should exactly know these to order to know how to sell your self? Strength is focus your skills, what are the things that you are good or your expertise. Weakness is the abilities that we need more improvements. It is important that we should know how we can convert weakness to strength.	Scheduled
6/26 , 8 AM		"The only way to do great work is to love what you do" - Steve Jobs	Scheduled
6/27 , 8 AM		Don't give up you are closer to your dreams. It will happen in the right time.	Scheduled
6/28 , 8 AM		I have loss my job a friend told me. She even didn't know how to start again looking for a job. After a week I suddenly see her some of her post and seeing that he is doing what she loves. Luckily, she found cooking and baking is her hobby and now turn it into a business.	Scheduled

Date / Time	Twitter	Content /Text	Status
6/22 , 11 AM		"Strive not to be a success, but rather to be a value" Always give value to what you will do.	Scheduled
6/23 , 11 AM		"Change is the only constant in the world" Like the butterfly if you will no change you will not see the beauty of it.	Scheduled
6/24 , 11 AM		Sharpen your mind. Read a book today. #readabook #booklover	Scheduled
6/25 , 11 AM		Missing going to park or mall and watch movie with my daughter. Kids still not allowed to go out. There are some activities you can do at home. Why try baking and cooking your children? Watch a movie together to your TV. Always put in mind that quality time spent with your family is the most important. #moments #familygoals	Scheduled
6/26 , 11 AM		You want to start your journey to freelancing but you don't know how? Check this out to learn more #newbie #freelancer https://www.youtube.com/watch?v=x2LzYYmtVCw	Scheduled
6/27 , 11 AM		What are you doing on Saturdays? Spending a lot to my daughter. I always make sure to spend quality time for her. #parenting #parentgoal	Scheduled
6/28 , 11AM		#Sunday #SundayFeels #sunnyvibes #sundaythoughts Her's the rising Sun .Shades of orange & yellow	Scheduled

Scheduling & Posting Social Media Content

tinrivera20 TODAY Jun 22 - 28, 2020

All Posts

NETWORKS

- TinRiveraVA
- tinrivera20**
- Christine Rivera

GMT -08:00	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							

TinRiveraVA TODAY Jun 22 - 28, 2020

All Posts

NETWORKS

- TinRiveraVA**
- tinrivera20
- Christine Rivera

GMT -08:00	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
8 AM							
9 AM							
10 AM							
11 AM							

Scheduling & Posting Social Media Content

All Posts

NETWORKS



Christine Rivera | TODAY | Jun 22 - 28, 2020

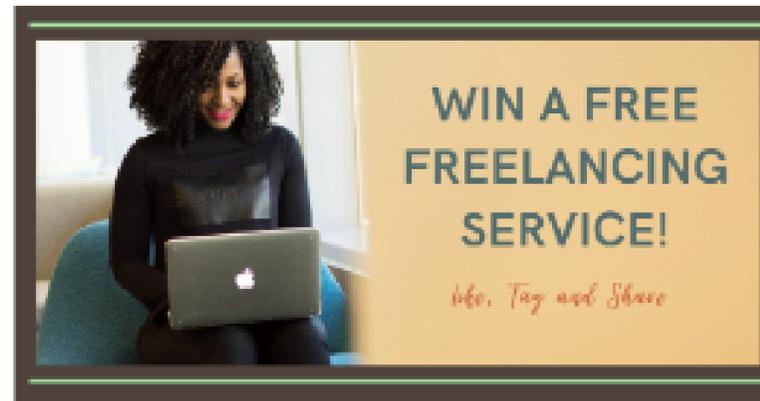
GMT -08:00	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Sun 28
4 AM							
5 AM							
6 AM							
7 AM							
8 AM	<p>Christine Rivera 8:00am · Staying positive</p>	<p>Christine Rivera 8:00am · Give jobs to those who need them</p>	<p>Christine Rivera 8:00am · Invest your time</p>	<p>Christine Rivera 8:00am · Knowing your strengths</p>	<p>Christine Rivera 8:00am · The only way to success</p>	<p>Christine Rivera 8:00am · Don't give up</p>	<p>Christine Rivera 8:00am · I have lost my job</p>

Create Post

Posts	ID	Scheduled (PST)	Privacy
<input type="checkbox"/> Here's a freelancing tip from our FVA page "Do not bite off m...	117303256689246	June 28, 2020 at 2:00 PM	Public
<input type="checkbox"/> One thing about being a freelancer is that you have more tim...	117302416689330	June 27, 2020 at 2:00 PM	Public
<input type="checkbox"/> "The best time for new beginning is NOW" #begin #new #now	117300343356204	June 26, 2020 at 2:00 PM	Public
<input type="checkbox"/> It's not too late to start your own freelancing career! Study ho...	117299960022909	June 25, 2020 at 2:00 PM	Public
<input type="checkbox"/> Do you want to start freelancing services? Sharing you my br...	117298513356387	June 24, 2020 at 2:00 PM	Public
<input type="checkbox"/> What are the skills needed for freelancing? Sharing you a vide...	117293630023542	June 23, 2020 at 2:00 PM	Public
<input type="checkbox"/> Reading this book will allow us to have an idea for coping up ...	117286410024264	June 22, 2020 at 2:00 PM	Public

Organic Social Media Marketing

1. Know your target audience online: Online Entrepreneurs / Business
2. Define Your Goals: Brand Awareness / Attract Clients
3. Select the Social Media Channel: Facebook
4. Create Campaign
 - a. Content/ Photo Visual



- b. Text

WIN A FREELANCING SERVICE FOR FREE!

A trained Virtual Assistant by The Filipino Virtual Assistance that will help you to do your business and you will gain the following benefits

- ✓ Reduce Operating Costs
- ✓ Increase Productivity
- ✓ Increase Efficiency
- ✓ A safe option to scale up business opportunities

Check it out below how to join.

1. **LIKE** our page
2. **TAG** 5 friends in the comment section who might be interested in joining the game or who you think needs a Virtual Assistance services
3. **SHARE** your story on how virtual assistant has helped you or experiences. Do not forget to have an hashtag #IloveVA under a public setup. Feel free to include any photos or videos

Very easy right?

We will choose 1 winner on August 1,2020 via an online random name picker and announce the winner on August 2,2020.

Happy to serve you!

- c. Links / Landing Page / App

ABOUT THE C PROJECT

-Join my Facebook Page -<https://bit.ly/2cPya5v>

- Twitter - <https://twitter.com/TinRiveraVA>

- Instagram - <https://www.instagram.com/vatinerivera/>

-Linked -In - <https://www.linkedin.com/in/christine-rivera-b58494154/>

- Visit my Upwork Profile and message me if you need my help -

5. Create a Content Calendar for the Week / Month

Please see Social Media Content Plan

Creation of website & Blog



Home About Skills My Portfolios My Blog My Contact



The C Project

Credibility | Consistency | Collaboration

Handling business is tough and risky where in many challenges will arise. We should protect and know how to become more efficient and productive.

The next step towards success is to choose right people to support your goals and achieve your mission to your business. Good attitude and high calibrated skills must be chosen to handle every challenges that your business come your way. I'm offering my expertise and happy to be with your team. Choose me as your freelancer.

Now let us talk and start doing business with you.



Home About Skills My Portfolios My Blog My Contact



All Posts Freelancer Motherhood

log in / Sign up



A Single Mom – From Corporate World to Freelancer

[HTTPS://CHRISTINEVISCORIVE.WIXSITE.COM/THECPROJECT](https://CHRISTINEVISCORIVE.WIXSITE.COM/THECPROJECT)



The C Project | Freelancer My Blog

My Blog My Blog | The C Project freelancer

WIX C Project Freelancer

Search Engine Analysis and Plan



SEO Assessment: Analysis and Plan

Website: <https://christineviscorive.wixsite.com/cproject>

SEO Analysis

Website:

- Need to add meta keywords
- Need to add more KW

Internal links:

- Needs a lot more

External links:

- Needs a lot more

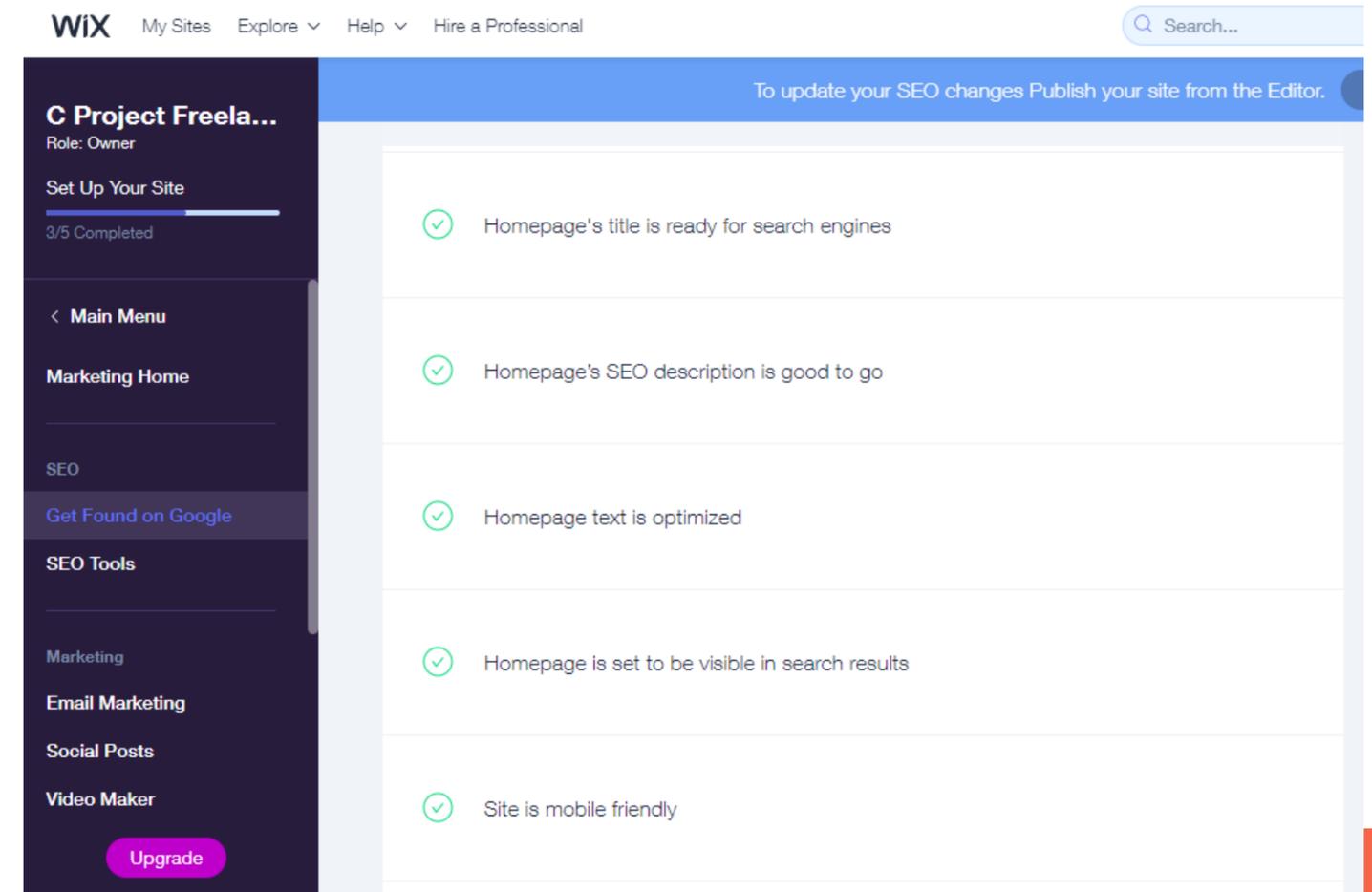
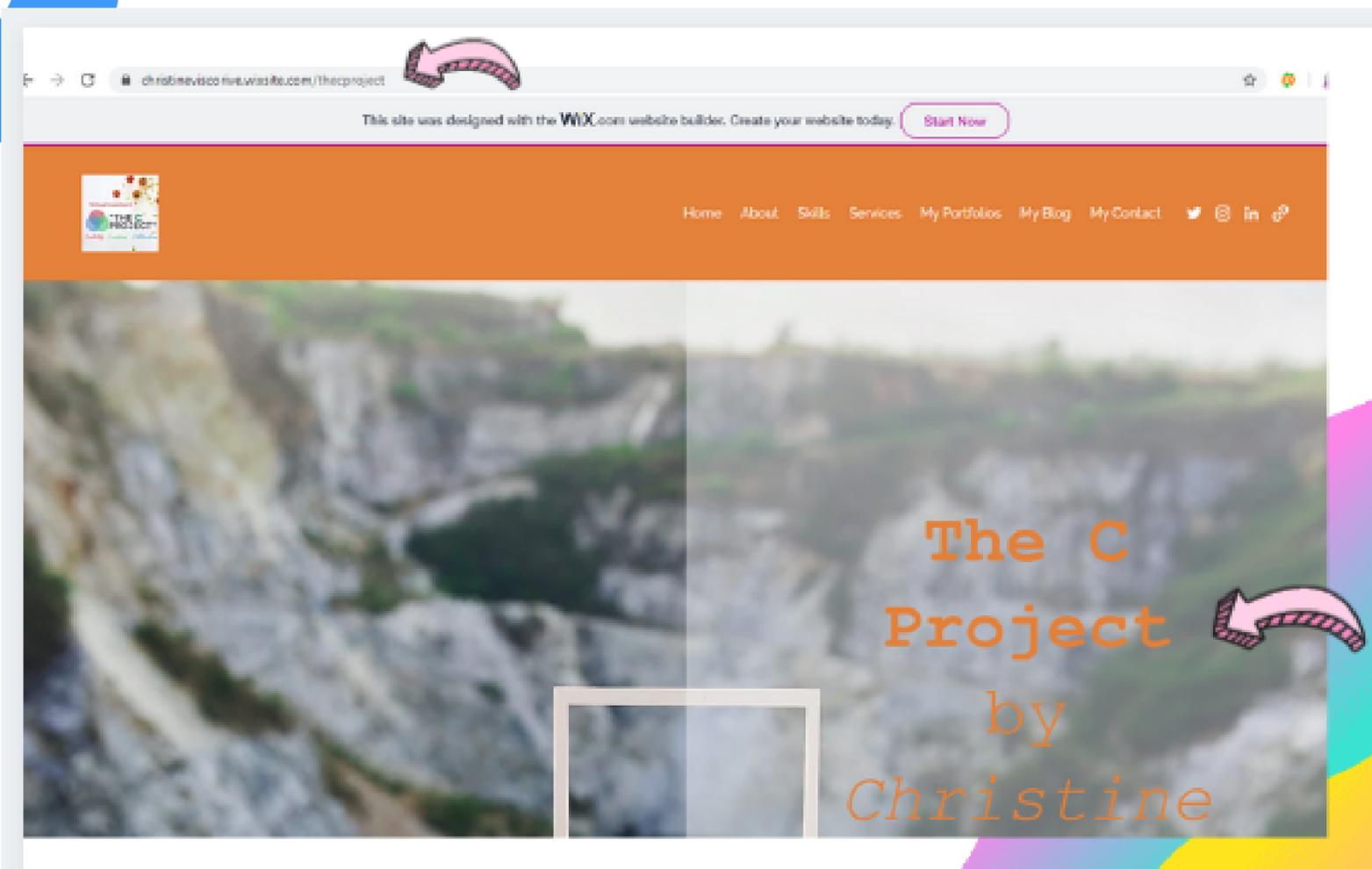
Keywords:

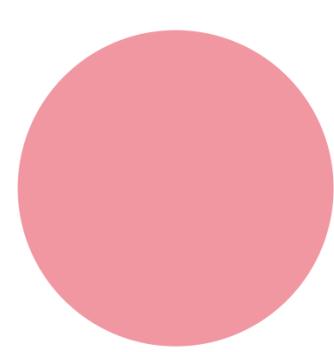
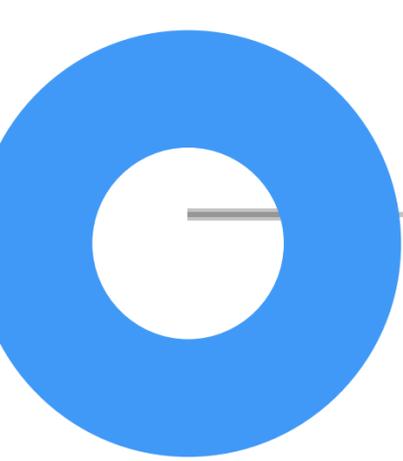
- Need to work on the KWs from the KW research

SEO Plan

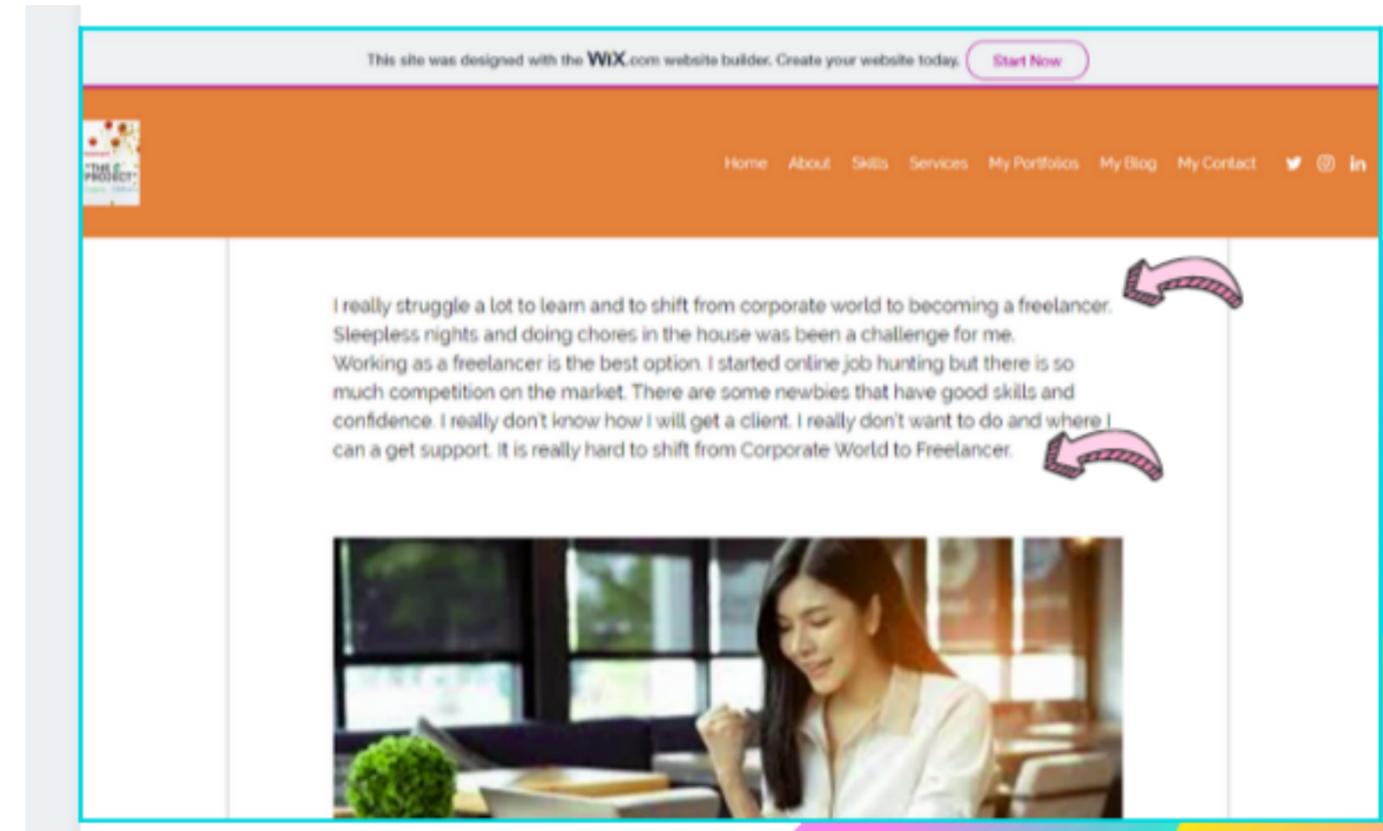
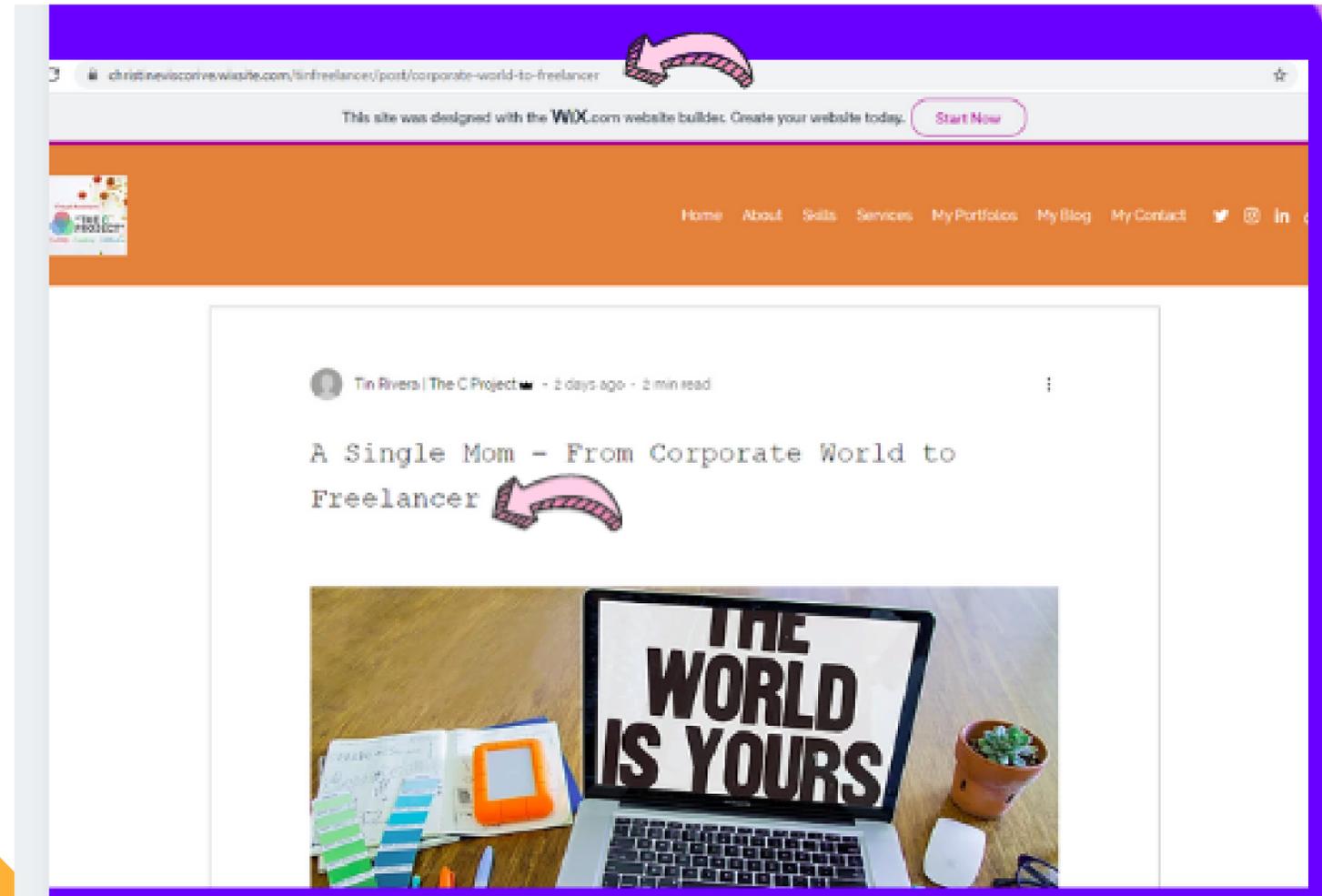
1. Site Optimization
 - a. Add meta keywords
 - b. Optimize ALT text in images
 - c. Implementing HTML headings
 - d. Adding a lot more text on the website
 - e. Utilize Micro format markup
 - f. Utilize Schema
 - g. Add Twitter cards
 - h. Create AMP
 - i. Create XML sites
 - j. Take advantage of Google Analytics
2. On Page Optimization:
 - a. 200 links
3. Off Page Optimization
 - a. 500 links in Google , yahoo , Alexa
4. Keywords
 - a. Optimize the titles, heading, contents and images with the main KW's
 - Freelancing
 - Freelancer
 - Procurement and Supply Chain Specialists
 - Virtual Assistance
 - Virtual Assistant

On-page Optimization





On-page Optimization



On-page Optimization

This screenshot shows the Wix dashboard interface for editing a blog post. The left sidebar contains navigation options: Settings, SEO, and Categories. The 'Post Settings' panel is open, displaying the following information:

- Title:** Freelancer
- Alt text:** Freelancer Mom, Freelancing
- Link:** <https://christineviscorive.wixsite.com/theproject/b>
- Link opens in a new tab
- Tell Google to ignore this link (nofollow)

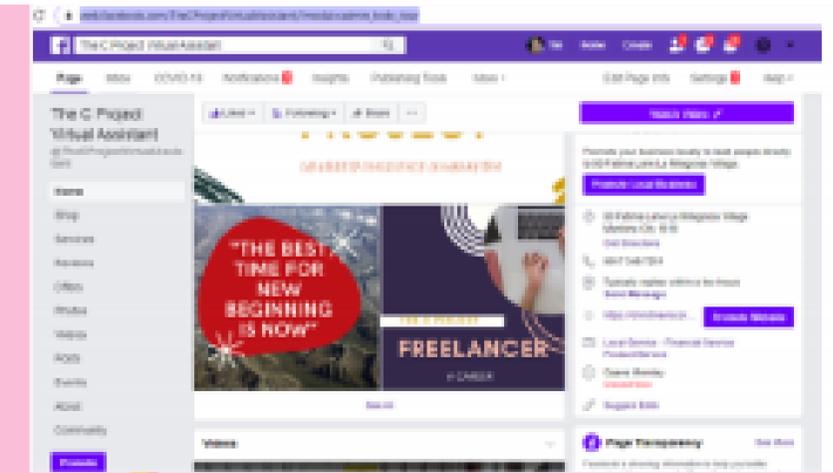
The main content area shows a preview of the blog post with the title "Becoming a freelancer" and a featured image of a woman working on a laptop. The text of the post is partially visible: "Working as a freelancer is the best option. I started online job competition on the market. There are some newbies that have really don't know how I will get a client. I really don't want to support. It is really hard to shift from Corporate World to Freelancer."

This screenshot shows the Wix dashboard interface for editing a blog post. The left sidebar contains navigation options: Settings, SEO, and Categories. The 'Post Settings' panel is open, displaying the following information:

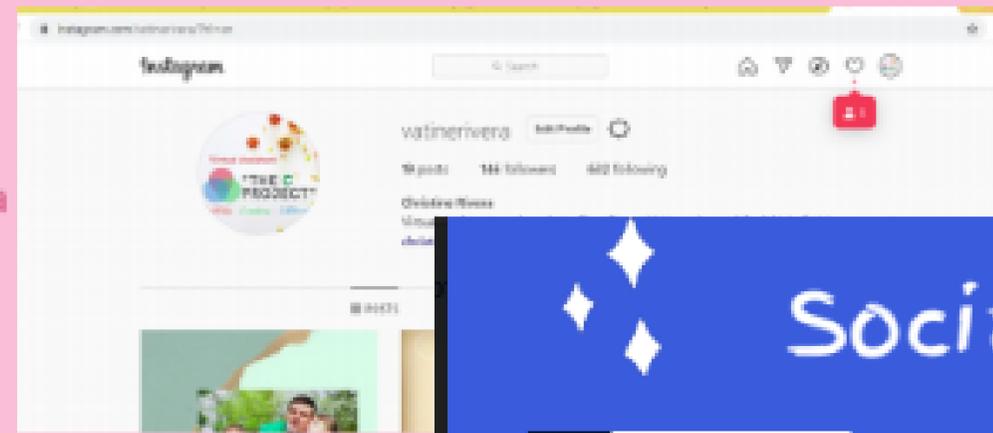
- Title:** Freelancer Mom
- Alt text:** Freelancer Mom, Freelancing
- Link:** <https://christineviscorive.wixsite.com/theproject/b>
- Link opens in a new tab
- Tell Google to ignore this link (nofollow)

The main content area shows a preview of the blog post with the title "Freelancer Mom" and a featured image of a woman working on a laptop. The text of the post is partially visible: "Working as a freelancer is the best option. I started online job hunting but there is so much competition on the market. There are some newbies that have good skills and confidence. I really don't know how I will get a client. I really don't want to do and where I can get support. It is really hard to shift from Corporate World to Freelancer."

Off-page Optimization



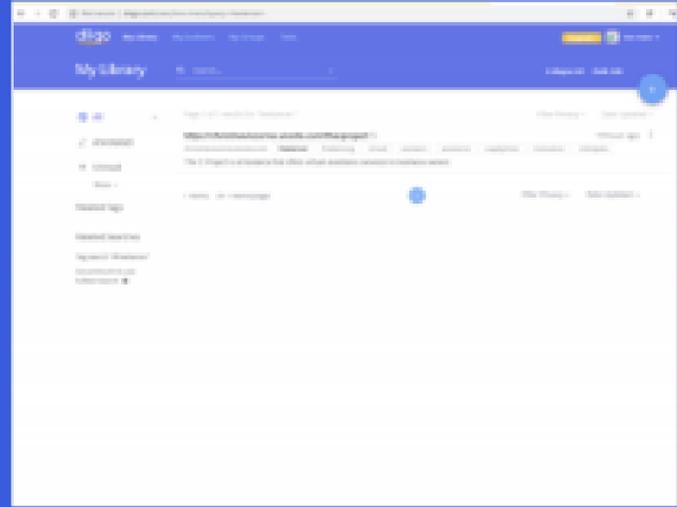
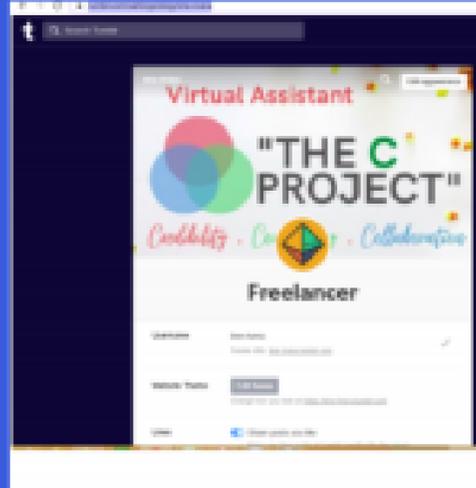
https://web.facebook.com/TheCProjectVirtualAssistant/?modal=admin_todo_tourf



<https://www.instagram.com/vainerivera/?hl=en>

Social Bookmarking Sites

 <https://slashdot.org/~TineRivera+> <https://slashdot.org/~TineRivera+>



Off-page Optimization

Document Sharing

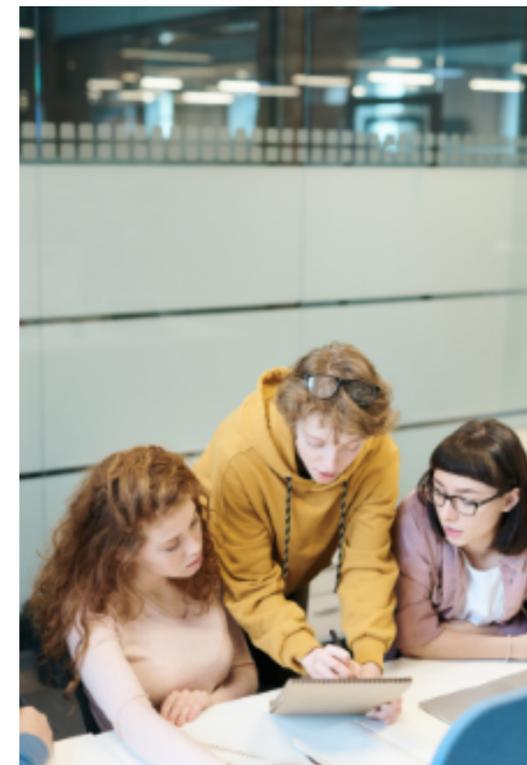
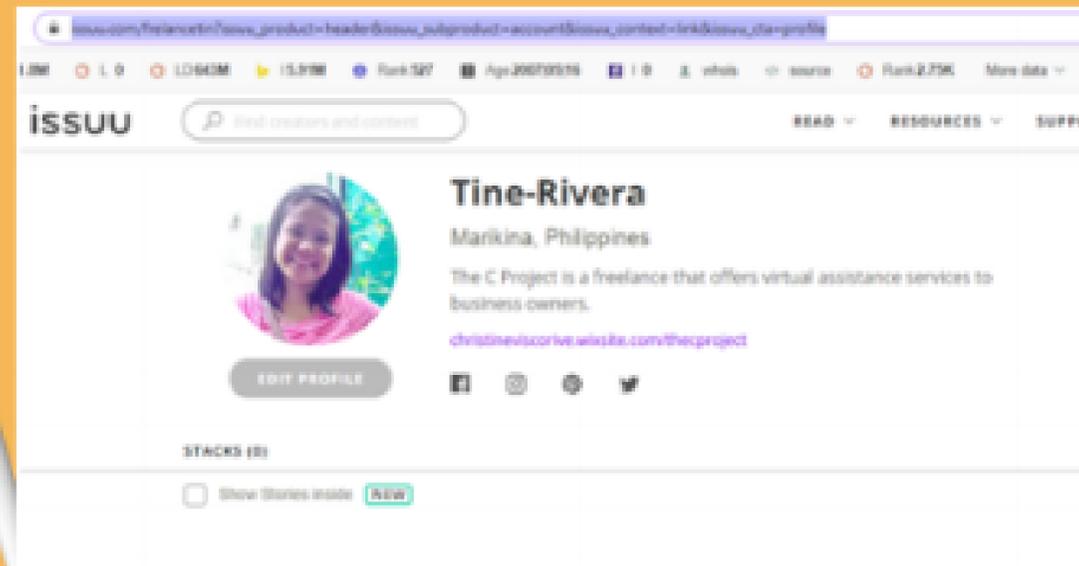
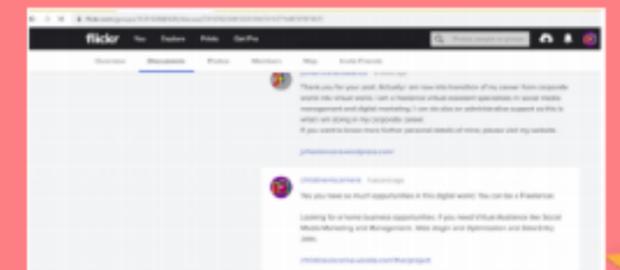
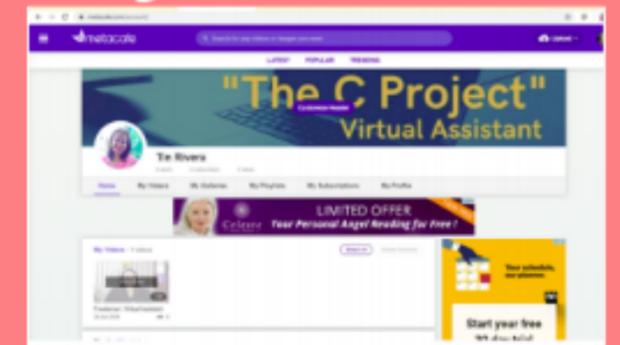
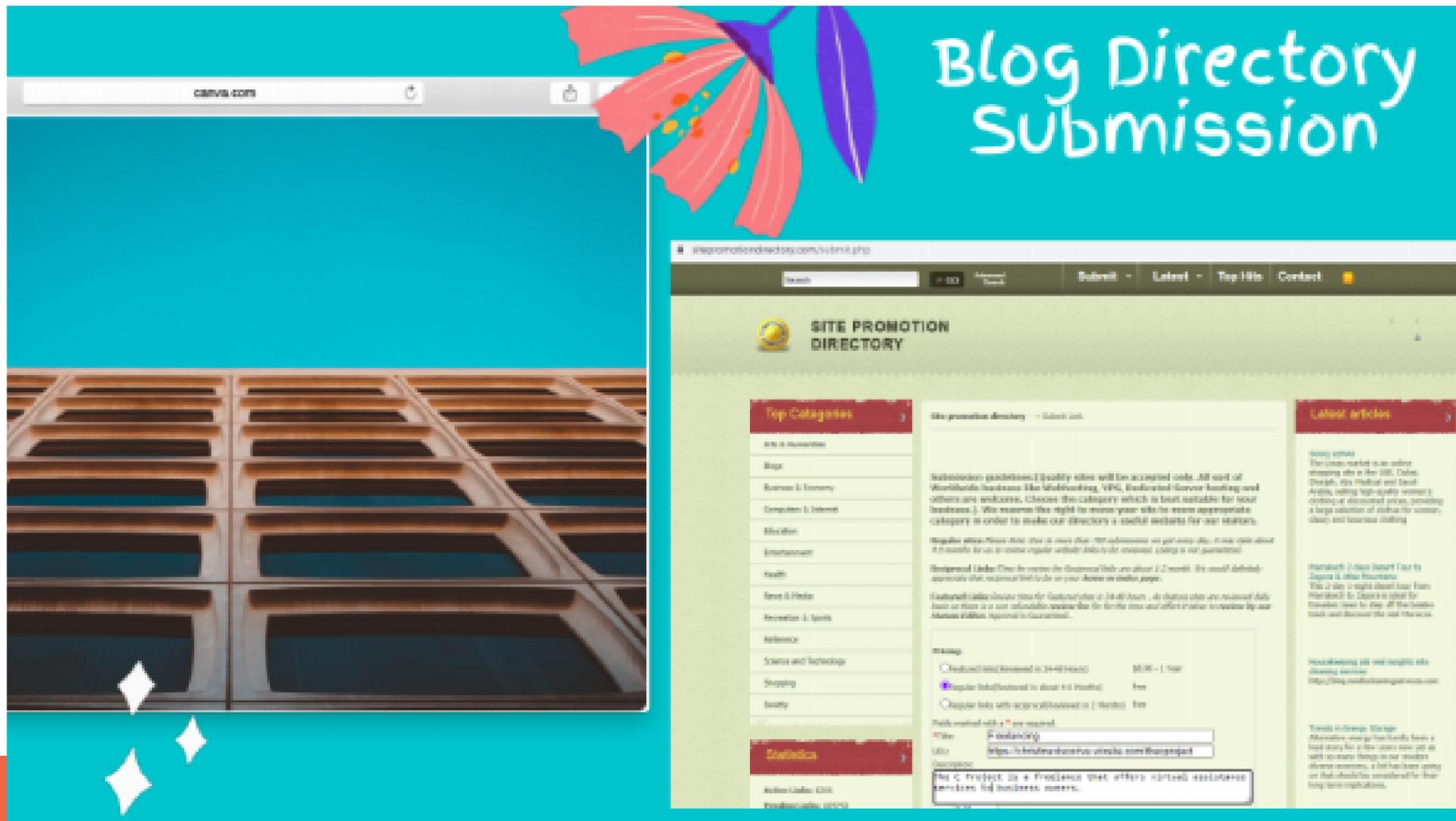


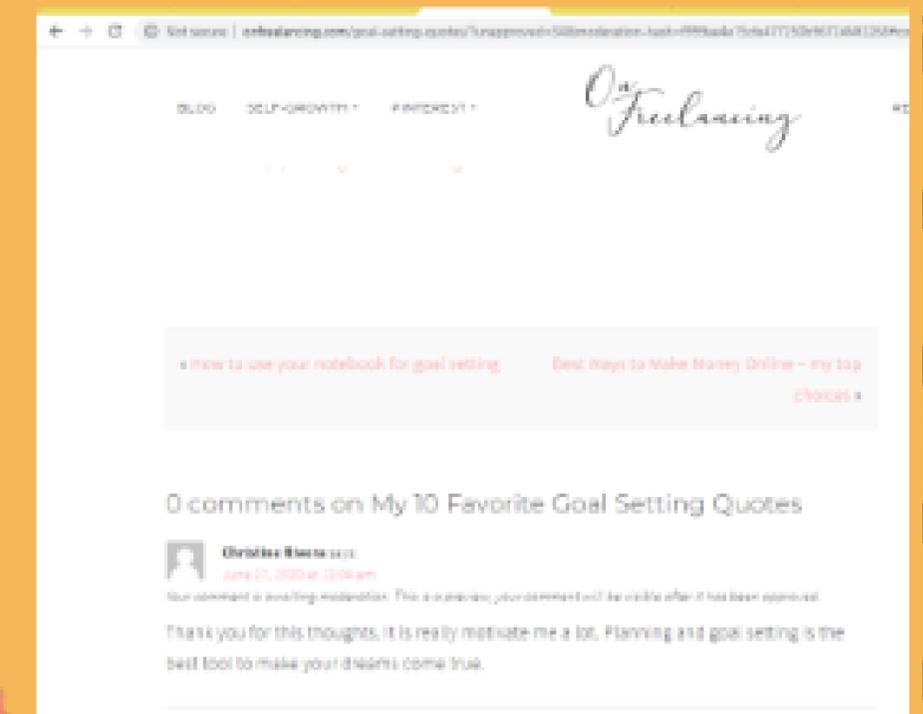
Image Submission



Off-page Optimization



Creating Shareable Content



Lead Generation



Lead Generation

1. Planning

Need: Clients for The C Project

Objective: Generate Leads for Freelancing services

Target Market: Business Owners, Decision Makers, Marketing Managers

Location: United States

Content Strategy: Relationship-based, Provide solutions to the client's needs

2. Creating

-Social Media Content

3. Distribute

-Contents - LinkedIn to support this campaign

-Referrals

4. Capture – requesting email

-Spreadsheet

5. Analyze

-Track via spreadsheet

6. Cultivate

-Personalize

-Interaction

7. Convert

-Fill in form if interested

-Respond with answer

Template 1: Leads (Offer Service)

Dear **Name**,

Good day.

My name is Christine and I am a graduate of Freelancing course in Filipino Virtual Assistance. They trained freelancers & virtual assistance services to brands and businesses. I am also an experienced professional Procurement & Supply Chain.

I have trained the following services

Virtual Assistant

- Data Entry & Transcriptions
- Content Writing
- Sending Invoices
- Email Management/Filtering | Internet Research
- Data Entry in Word, or Google Docs
- Answer inquiries and Messages on All Channel & Profiles

Logo/Template Design

- Logo & Template Design
- Simple Web Site Creation

Social Media Management

- Set-up Social Media Accounts
- Social Media Optimization and Management
- Search Engine Optimization | Off-page Optimization
- Lead Generation



With this, I would like to offer your business, (**NAME**) a ONE WEEK FREE virtual assistance on any services listed above. This will serve me to experience gaining online experience especially in handling client tasks remotely, communication skills, meeting deadlines, work quality output and exemplary work ethics.

In exchange, I will only be asking the following:

- A rating/feedback on my services (can be send here in LinkedIn or via email)

- List of 5 business owner friends who may also need this virtual assistance (names and emails)

If you are interested, please send the following details:

1. Freelancing Assistance needed (any from the services provided)

2. Task Details

3. Task instructions

4. Business Name -

5. Contact Person

6. Contact Email

The honor truly is mine in this endeavor.

Looking forward to a great working relationship with you.

Christine Rivera

Supply Chain Specialists | Virtual Assistant & Design | SMM

<https://christineviscorive.wixsite.com/thecproject>

Facebook Ads

Encourage People to Message

AD CREATIVE [Use a Post](#)

Format
Choose the type of image or video format you'd like to use in this ad.

Slideshow ▼
Create a video with up to 10 images

Thumbnail

Text ⓘ 54 / 90

STREAMLINE & be more COST-EFFECTIVE to your business.

Preview: Desktop News Feed ▼

The C Project Virtual Assistant
Sponsored · 🌐

STREAMLINE & be more COST-EFFECTIVE to your business.



[Back](#) [Cancel](#) [Promote](#)

By clicking Promote, you agree to Facebook's [Terms & Conditions](#) | [Help Center](#)

Encourage People to Message

Choose when this ad will end

Duration ⓘ

Days: 30 End date: Aug 3, 2020

Daily Budget ⓘ

₱100.00 ✎

✔ Your budget is in the recommended range. ⓘ

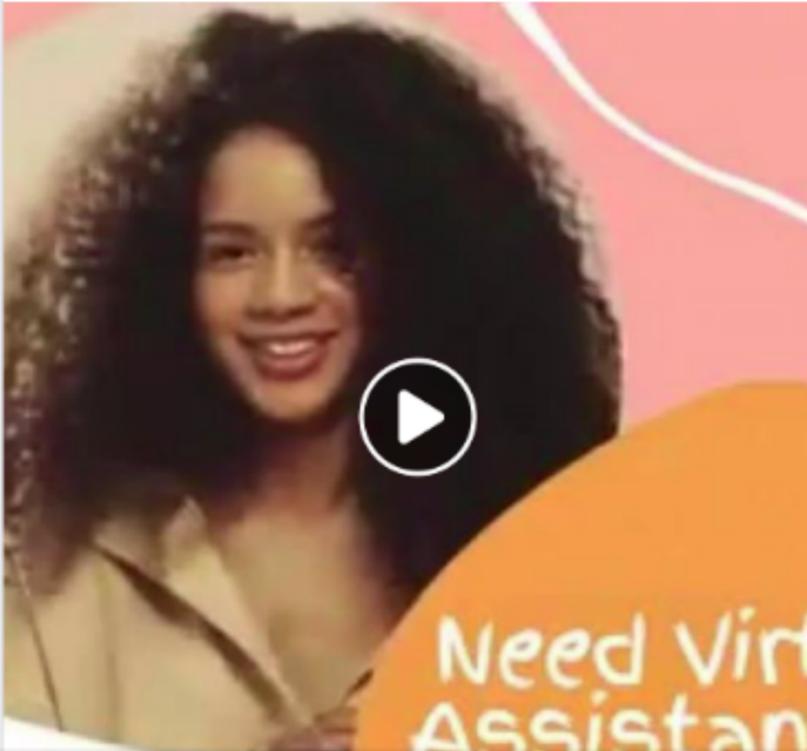
Actual amount spent daily may vary. ⓘ

Estimated People Reached ⓘ

110 - 320 people per day of 11,000,000

Refine your audience or add budget to reach more of the people that matter to you.

STREAMLINE & be more COST-EFFECTIVE to your business.



[Back](#) [Cancel](#) [Promote](#)

By clicking Promote, you agree to Facebook's [Terms & Conditions](#) | [Help Center](#)

YOU TUBE OPTIMIZATION

YouTube Video Optimization Proposal

Video Link: <https://www.youtube.com/watch?v=v7DP-vRW4r0>

Suggested Keywords:

- what is freelancing
- what is freelancing business
- how to start freelancing work
- how to become a freelancer online
- how to start freelancing with no experience
- freelancing tips
- all about freelancing
- freelancing as a career
- how to become a freelancer in 30 days
- Freelancing success
- Freelance success
- Successful freelancing
- For successful freelancing one must
- Freelance success factors jobs
- Freelancing business success

Title: Achieving Freelancing Success | The C Project

Description:

Do you want to be successful in freelancing?

Check on what you are the tips to begin on your freelancing journey.

0:40 – Work from Home benefits

1:17 – 5 Freelancing lies

1:30 – Needs Training

3:20 – Start it today

4:28 – Build online portfolios

6:38- Experience is best

7:48 – Start from scratch

9:20 – Newbie freelancer

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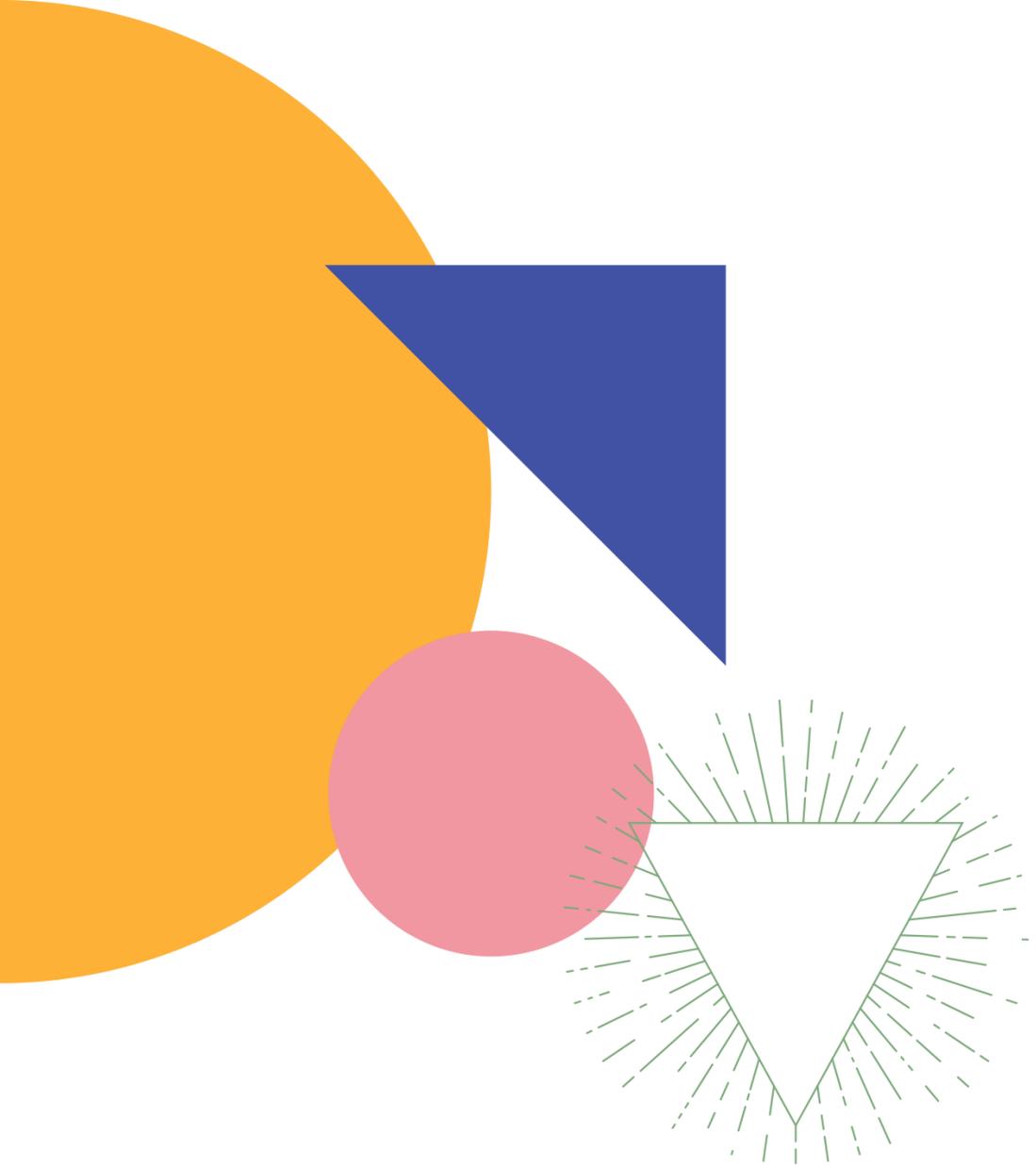
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