



ADMIN HQ  
VIRTUAL ASSISTING FIRM



# *Capabilities Deck*

*Delegate to the Headquarters*

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# *About Me*

**BARBIE MUNOZ**

My name is Barbie Munoz, I am an Online Business Manager and the founder of Admin HQ, a virtual support firm that provides project management, Social Media Management, and executive support to small business owners, entrepreneurs, and creatives.



Working with a virtual assistant or online business manager opens the door to a vast amount of resources and allows the opportunity to tackle projects driving your business to the next level! The real value of my service is knowing that you not only have the support I bring but an infinite amount of resources I have built over the years.

I bring nearly a decade of experience in project management, administrative processes, social media management, event planning, and more.

Are you ready to delegate? Let's talk!

Warmly,  
Barbie Munoz

# Processes

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Examples of tasks you can confidently delegate to me:

## Administrative Support

- Email management
- Scheduling and Calendar Management
- Electronic Filing
- Online Research
- Travel Arrangements
- Inventory Management
- Presentation Creation
- Creation of SOP Manuals
- Light Bookkeeping
  - Invoice Creation
  - Bill Payment

## Marketing Support

- Social Media Management
- Newsletter Creation and Formatting
- Contact Management
- Content Creation

## Project Management

- Project Planning
- Deliverables Scheduling
- Team Tracking and Management

## Event Support

- Pre-Event Administrative Support
  - Email Management
  - Delegate Communication
  - Speaker Communication and Management
  - Vendor Communication and Management
  - Sponsor Communication and Management
  - Vendor Sourcing & Management
- Template and Document creation.

## Social Media Management

- Account Set-up
- Graphic Creation
- Social Media Ad Creation
- Digital Optimization
- Online Community Management
- Engagement

# Systems

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In this industry, knowing how to use all the technology at my disposal is crucial to our success. Also, it helps me to better assist you in adapting to new systems you might be considering to implement. This gives you the freedom to explore what tools can serve you best in your line of business.

Software systems I am proficient with:

- **Communication/Chat**
  - Slack
  - Whatsapp
  - Messenger
  - Google Hangouts
  - Google Voice
  - Google Meetings
  - Join,me
  - Zoom
  - Skype
  - Remind
- **CRM's**
  - Hubspot
  - Honeybook
  - 17hats
- **Email & Calendar**
  - Outlook
  - Gmail
  - Microsoft 365
  - Calendly
- **Email Marketing**
  - Mailchimp
- **Video**
  - Youtube
  - Basic Video Editing
- **Project Management**
  - Asana
  - Basecamp
  - Microsoft Teams
  - Trello
- **Payroll Systems**
  - ADP
  - Quickbooks
- **Website Management**
  - Squarespace
  - Wix
- **Financial**
  - Paypal
  - Quickbooks
  - GooglePay
  - Cashapp
- **Storage**
  - Google Drive
  - Dropbox
  - Box
- **Creative Tools**
  - Canva
- **Social Media**
  - Facebook
  - Instagram
  - Twitter
  - Youtube

# Next Steps

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Thank you for taking the time to review my capabilities. I am excited to connect with you and hope I can be instrumental in your success! I would love to get to know you and talk about how I can help you reach your goals. Be sure to book your discovery call.

Let's cross off that to-do list!

## Connect with Me!

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