

## SOCIAL MEDIA MANAGEMENT

- Set-up and optimization of social media accounts
  - Management and updating of social media accounts
  - Publishing and scheduling
  - Tracking of social media accounts
  - Facebook ads and insights
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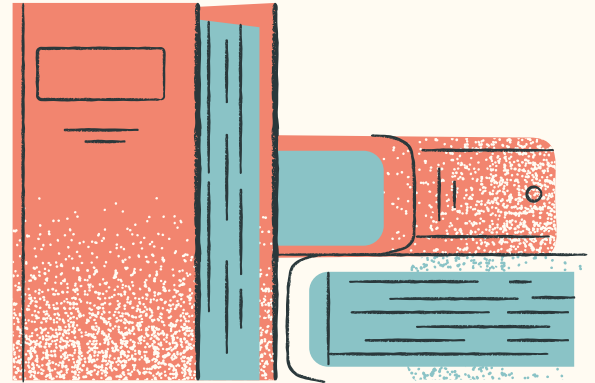
## CREATIVE SERVICES

- Marketing collaterals
  - Product packaging
  - Catalog, menu, brochure
  - Other graphics design
  - Logo design
  - Newsletters
  - Cut-to-cut video editing
  - Photography
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## SOCIAL MEDIA MARKETING

- Social Media Plan
- Content calendar
- Content writing
- Content creation
- Keyword research



## BRANDING IDENTITY & DEVELOPMENT

- Branding
- Keyword Research
- Basic website creation

## ADMINISTRATIVE

- Company reports
- Powerpoint slides
- Webinar slides
- Excel templates
- Other reports
- Internet Research
- Transcription
- Data Entry