

VIRTUAL ADMINISTRATION & CONSULTING



DèLoude

Innovative & Evolving

**CONTACT US TODAY FOR A FREE
CONSULTATION**



SERVICES AVAILABLE

APPLICATION DEVELOPMENT

- ❖ Build proficiency by creating templates, online applications and plans to produce more accuracy
- ❖ Professional PowerPoint Presentations
- ❖ Create HR and Training Manuals

DATABASE MANAGEMENT

- ❖ Data Entry
- ❖ Record Management

NETWORK ADMINISTRATION

- ❖ Email Blast Creation & Management
- ❖ Itinerary Management
- ❖ Marketing Development
- ❖ Business Consulting

PROJECT MANAGEMENT

- ❖ Build proficient strategies and timelines for projects of any size.
- ❖ Social Media Management
- ❖ Event Planning/Entertainment Services
- ❖ Product and Industry Research

WHY DèLoude©

- Our professional staff has over 10 years of administrative and executive experience.
- Advanced customer service and access to current technologies.
- Lessen the cost of full-time employees while generating more revenue for your business.
- Partnering with us enhances your business, as 10% of our revenues go to charity.

VIRTUAL CONSULTING SOLUTIONS THAT WORK FOR YOUR BUSINESS

A **Virtual Consultant** is the perfect solution for all businesses, large or small, including non-profit organizations. **DèLoude ©** works alongside you performing the same task as any in-office administrator. The only difference is that we work from our own fully equipped office.

Working as your **Virtual Consultant**, **DèLoude's ©** professional and experienced staff can make travel arrangements, create marketing material, update your calendar, perform website maintenance, manage your social network and much more!

By offering **Virtual Office Services**, we are able to assist businesses with daily operations and one time projects. Please contact a representative today for rates and retainer packages.

No project is too large or too small.

Atlanta, GA

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