

MCCLLOUD9 ENTERPRISES, LLC

MCCLLOUD9 REAL ESTATE - REAL ESTATE INVESTING

Real Estate Experience: McCloud9 Real Estate possesses the following in the field of real estate investing: **1) practical experience:** wholesaling; transaction management; qualifying cash buyers; locating discounted properties; comparables (comps); tenant placement (rentals); researching tax records; general photography; cold calling/follow-up calls; designing promotional materials; **2) theoretical knowledge:** property acquisition, short sales, property management, contract negotiation, cash note brokering, business lending.

VIRTUAL ASSISTANCE GENIE - VIRTUAL ASSISTING

Freelancer: Virtual assistance company that offers services in the areas of recruiting, administrative assistance, transcription, search engine optimization, research, creative/graphic design, tax preparation, marketing/sales, customer service, and content development. **Specific summary of administrative assistance experience:** preparing reports as well as business and general correspondence; coordinating travel; performing data entry; generating e-mails; creating PowerPoint presentations and Excel spreadsheets; overseeing office library systems; providing customer service; setting up mail merges/ mailing lists; conducting research (advanced and basic); managing supervisor's calendar; answering telephones; typing speed - (65+ wpm).

Computer Proficiencies (software programs and online management tools): WordPress, Microsoft Office 2007 Professional Suite (Word, PowerPoint, Excel, Publisher, Outlook); GIMP (photo editing); Windows Movie Maker; Evernote; Pretzi; Skype; Google Docs; Google Drive; Google Calendar; Basecamp; MailChimp; AnyMeeting; Join.me; WebEx; PayPal -- **Typing Speed - 65+ wpm.**

- **Social Media:** Social Media Coaching || Set up and Management of Profiles and Business Pages || Blogging || Social Media/Internet Marketing || Social Media Networking - (Facebook, LinkedIn, Twitter)
- **Writing:** Content/Article Creation - (e.g. website content) || Press Releases || Newsletters || Proofreading / Editing || General Business Documents || Reports
- **Research:** Survey Development and Design || Advanced Internet Research || SEO (Search Engine Optimization) || Forum Organization and Moderation || General Data Analysis and Outcomes Assessment
- **Graphic/Creative Design:** Brochures || Flyers || Postcards || Banners || Graphics || Invitations || Websites (WordPress)
- **General Administrative Skills:** Creating Correspondence || Data Entry || Database Management || Mail Merges/Electronic Mailing Lists || Managing E-mails || Calendar Creation and Maintenance || Customer Service || Spreadsheet Creation || Answering Multi-line Phones || Typing (65+ wpm)