

VANA simplifying office operations

REMOTE OFFICE SOLUTIONS

- Reliable
- Professional
- Flexible
- Consistent

Administrative

- Data entry
- Email management
- Procedure writing
- Schedule management

Bookkeeping

- Invoicing
- Expense reporting

Writing

- Article writing
- Blogging and blog posts
- Content creation
- Editing and proofreading

Digital

- Social media
- Website content updates

Marketing

- Brochure design
- Email campaigns

remote
administrative
staffing
consulting
by SC



Virtual Assistants National Agency

remote administrative consulting

Coverage Where You Are, USA

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www.scconsultingllp.com/VANA



Remote Assistants

remote
administrative
consulting

Remote solutions that add staff quickly.
GET IT OFF YOUR DESK.
HIRE A VANA.

SUPPORT SOLUTIONS

- ADMINISTRATIVE
- MARKETING / CONTENT
- BOOKKEEPING
- SCHEDULING
- EMAIL MANAGEMENT

flexible solutions your business needs

simplifying SUPPORT

You don't need to hire to delegate your clerical, administrative, bookkeeping, and digital tasks.

VANA by SC is a pool of skilled Virtual Assistants (VAs) ready to fulfill tasks that your organization can delegate. When you want to focus on growing your business instead of working in your business, we are here for you.

expertise MANAGEMENT

When VANA handles administrative tasks, your office stays lean and gains fresh outlooks and broad experience for administrative tasks with remote assistance.



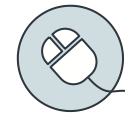
fast growth SOLUTIONS

Quick help. No need to onboard staff.



visionary SOLUTIONS

Fresh Outlooks. Broad Experience.



executive SOLUTIONS

Add professional staff quickly.



WE'VE WORKED WITH A DIVERSE CUSTOMER BASE.
HOW CAN WE HELP YOU?