



# The VA Intern

## Task a VA Can Do

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Here's a short list of things a VA could help with.

- Research
- Social Media
- Data Entry
- Email management
- Bookkeeping
- Invoicing
- Scheduling
- Website management
- Graphics
- Blog posts
- Editing
- File management
- Video editing
- Weekly Newsletter
- Email marketing
- Invoicing
- Lead Generation
- Customer Service
- Proofreading
- Travel arrangements
- Reports
- Administrative duties
- Accounting
- Event planning
- Transcription
- Project management
- Spreadsheets
- Marketing
- Launches
- Webinars
- Summits
- And so much more!