

Enjoy Real Estate Again!

Let me do the tech work for you.

Do you know what needs to be done, but you just don't have time to do it all?

Are you so busy that you can't concentrate on your core competencies, such as face-to-face sales and consultations with your clients?

Are you running out of time to handle all of the necessary marketing tasks that need to be done every week?

Do you need help on a per project basis that doesn't warrant a full or part-time staff member on your payroll?

If your answer is "Yes!" then you need me as your virtual assistant.

Discover the FUN in real estate again and let me do the tech work for you!

VAPRO



Virtual Assist Pro
Assisting the Real Estate Professional

www.virtualassistpro.com
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214-722-1155, fax

Will Watson, Virtual Assistant

- ✓ Licensed REALTOR® since 1985
- ✓ Certified Top Producer Trainer
- ✓ Microsoft Office User Specialist
- ✓ Certified Trainer for CompUSA and Gateway
- ✓ Tech Manager for Coldwell Banker DFW and Prudential Texas Properties

Here are just a few of the things I can do for you:

- Custom Design Flyers and Personal Brochures
- Be your Listing Coordinator
- Enhance your Listings
- Create and Maintain your Database
- Manage Lead Generation
- Control Email Drip Campaign
- Send Birthday and Anniversary Cards
- Gather and Distribute reports to agent/broker
- Be a Transaction Coordinator
- Create Listing Presentations
- Create Virtual Tours
- Send Listed/Sold postcards
- Comparative Market Analysis
- Buyers Presentations
- Create CDs for Tours and Presentations
- Clerical Support Duties from contract to closing
- Monitor Feedback
- Upload Photos and Virtual Tours
- Create and Maintain Web Sites
- Answer Forwarded Phones
- Maintain Hotlists
- Create PowerPoint Presentations
- Coordinate and Oversee Direct Mail Campaign
- Facilitate FSBO and Expired Listings Campaign
- Prepare and Maintain Daily Schedules
- Create and Send To Do Lists and Reminders
- Manage Feedback to Sellers and Buyers
- And many, many more!