

# Kellyn Roth

Virtual Assistant



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Virtual Assistant, Author, Entrepreneur

**10 years of experiencing writing, editing, & publishing novels.**

I've published multiple novels of my own and assisted in the editing, proofreading, formatting, and launching of countless other indie projects of all genres.

**8 years of experience graphic & web designing.**

For the last ten years, I've designed book covers, ads, logos, websites (Wordpress, NameCheap, BlueHost, Network Solutions, and including with with JackRabbit and other management softwares), social media graphics, and more using Canva, GIMP, PicMonkey, and Photoshop.

**5 years of experience marketing for myself and others.**

Since I launched my blog, Lilacs & Reveries, in September 2015, I've been writing blog posts, emails, sales pages, ad copy, social media posts, and more.

**4 years of experience managing online businesses and group projects.**

I was the founder & manager of Reveries Co. (now closed), am a co-manager of Growing Writers, have managed many multi-author projects, and have written social media content for many other authors, businesses, etc.



# What I can do for you:

## Social media management

I specialize in Facebook and Instagram, though I have experience with Twitter and Pinterest, too.

## Facebook groups

Do you need someone to moderate your Facebook group? Reply to comments? Write and schedule posts? Remind people of the rules? I can do that!

## Instagram theme help

To the aesthetically challenged person, the up-and-coming platform of Instagram may be difficult. I've been managing several Instagram accounts for over two years, and I can get you started.

## Website setup/updates/design

I've designed many websites from scratch over the days. I specialize in Wordpress-run websites.

## Design

Ads, logos, branding kits, social media graphics, templates, PDFs, website pages ... I can do it all!

## Street team/launch teams

I can help you assemble and manage your street team/launch team for your project.

## Blogging

I love polishing, proofreading, formatting, and scheduling blog posts, and I can also answer questions, do research, and even write blog posts!

## Email list/newsletters

I'll work with you to do what you need, from writing emails to creating newsletter formats to responding to clients.

## Author assistance

From outline to final draft to published book and beyond, I'm here to help you with every stage of the process.

## & more!

Talk to me about what you need!

# Reviews from my clients

## Allison Tebo

"Kellyn is an absolute pleasure to work with. Responsive, efficient and friendly. She did a fantastic job organizing the blog tour for my book. I would definitely use [her] again, and I highly recommend it!"

## Ruth E. Meyer

"Kellyn went above and beyond to ensure I was happy with the final results, and endured countless requests from me to tweak just “one more thing.” She was even so gracious as to work over a holiday weekend to help me meet my deadline, never complaining once."

## Richter Cox

"Kellyn Roth got my non-fiction book in the correct format for publication ... She also uploaded my book to the printing company I use. It is a marvelous job she did on my book! I couldn't have done it without her expertise, professionalism, and keen eye for details. She is very easy to work with, which is a great plus."

## Hanna Kraft

"Kellyn Roth was very helpful ... I wasn't ever stressed, worried, or nervous during the whole process. I would recommend Kellyn to anyone."

## S.G. Willoughby

"Kellyn was great to work with! She was helpful and fast, even in difficult circumstances."

Please contact me for more references!



# Pricing

My pricing will vary a bit from project to project, and I wouldn't want to have anything posted publicly for this reason!

To determine a specific pricing point, let's discuss what you need and when you need it by.





# References



**Aimee Simpson**

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**Bailey Sexton**

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**Tawny Garrett**

[tawnymccallgarrett@gmail.com](mailto:tawnymccallgarrett@gmail.com)

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# Let's get started!

Schedule a 30-minute consult to discuss what you're looking for and what I can offer you!



# Get in touch!

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