

DCA Virtual Business Support

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DCA Virtual Business Support empowers small businesses with an expert pairing of virtual administrative and creative assistants to match their needs. Outsourcing allows business owners to focus on the growth and development of their business without the need to hire full-time staff.

We call our team **#VASuperheroes** because each team member contributes their unique skills and strengths to our team. Our collaboration-focused team consists of executive assistants, designers, and web developers who excel at scheduling, research, organization, social media, graphic design, video, and audio editing, and building websites. They are constantly learning innovative strategies and technologies to match the evolving needs of our clients.



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Mission

Support scaling companies to achieve their goals with our tech-savvy team of assistants, relevant technology, and project managers.

Values

Respect confidentiality; inspire business and personal growth; ethical in all aspects.

Administrative Capabilities

- Administrative Task Execution
- Automation of Tasks
- Inbox and Calendar Management
- C-Suite & Client Facing Communications
- Customer Service
- Format Documents & Presentations
- Manage Shipping & Fulfillment
- Task & Workflow Management
- Remote Event Management
- Sales Process Follow Up
- Transcription & Note Taking

Creative Capabilities

- WordPress Websites
- Graphic Design
- Marketing Materials Design
- Landing Page
- Social Media Management
- Email Automation
- Email Marketing
- Blogging
- Audio and Video Editing
- Podcast Production

75%

faster sales closure

100%

more active clients

465%

more engagement

Success Stories

Our California-based client was primed for rapid growth. When we began working with them in 2016, our team noticed changes that were easy to make that would improve their process. In fact, these improvements allowed them to close sales **75% faster** than prior to these changes. Our client was able to triple the size of their team and increase their number of active clients by **100%** several years in a row. The processes created by the DCA Virtual Team allowed this company to eventually transition to in-house resources accompanied with support from our team.

Our Virginia-based client has a complex business structure with four separate brands under their main company's umbrella. With multiple initiatives in action simultaneously, they needed help with their marketing and social media strategies. Within 3 months, DCA Virtual Business Support developed a comprehensive plan that covered strategies for email marketing, social media, and administrative services. The plan **tripled** their click to open rates! Social media reach improved by 14.8%! Engagement jumped a whopping 465%! The plan we developed allowed this company to focus on internal operations. As a result, they are having more sales conversations and closing more deals.