

DCA Virtual Business Support

est. 2011

DCA Virtual Business Support empowers small businesses with an expert pairing of virtual administrative and creative services 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, social media coordinators, designers, and website & technical specialists who excel at scheduling, research, organization, social media, graphic design, video, and audio editing, plus updating, troubleshooting, and building websites. They are constantly learning innovative strategies and technologies to match the evolving needs of our clients with current technology.



Denise Cagan - President

Denise@DCAVirtual.com

NC - (704) 910-2736 x3

VA - (804) 964-0877 x3

Richmond, VA

Charlotte, NC

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
- Inbox and Calendar Management
- 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

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

75%

faster sales closure

100%

more active clients

465%

more engagement

Success Stories

Our North Carolina based client specializes in Commercial Construction and nationwide facility maintenance. Dealing with subcontracts used to be a real time drain, taking **between 2-4 hours for processing**. However, through DCA's strategic innovation and tech know-how, we gave the process a makeover with fillable forms, and you won't believe the results! **We slashed the processing time down to an impressive 15-20 minutes**. That's not just a time-saver; that's a game-changer that's supercharging our client's operations. Now that's what we call efficiency at its finest!

Our client, a Massachusetts based Brand Strategy company, places a high priority on efficiency and effective communication. Since DCA Virtual Business Support joined their team, this client has **experienced notable enhancements in communication efficacy**. Working directly with their clients in a white label capacity, DCA introduced project and task templates for repetitive tasks and established standard procedures for annual planning. These procedural adjustments have led to a **65% decrease in time to manage their client's account**.