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| **Website Management**   * WordPress Website Content Management * Install Wordpress * Install InfiniteWP for multiple sites * Configurations and setup of themes and plugins * FaceBook, Twitter, Pinterest etc | [***Technology Coaching***](http://www.alaskaos.com/technology-coaching.html)  Want to learn MS Office yourself or how to manage your WordPress site? Contact us for a coaching session. |
| **Process Diagramming**  * [UML Diagramming](http://www.sue-a-darby.com/umls.html) * Business Process Consulting and design * Organization charts | **Email Management**  * Multiple Inboxes * E-mail responses to customer inquiries * Escalate only as needed * Email management, sorting mail, tags * Email marketing campaigns with MailChimp |
| **Microsoft Office**  * Letters * Memos * Design documents * Mail merge, mailing services * Reports * Newsletters and management * Excel data entry * Access Databases * Powerpoint Presentations | **Writing**  * [Technical Writing](http://www.alaskaos.com/technical-pattern-instruction-writing-service.html) * Blog writing * Article Writing * Content Writing (Minimum article length 300-500 words) * Editing\* * Business writing * Creative writing   *\*Correcting faulty or inconsistent spelling, grammar, punctuation, word usage; checking cross references, links, captions; ensuring consistent formatting (font, spacing, titles, etc.); checking for logical flow of ideas* |

### ***Monthly Maintenance Plan***

* Monitor comments and posts several times a day
* Research articles and websites for material to post
* Update page with company news and announcements
* Create polls, contests, special offers
* Create photo albums
* Post events
* Monthly meetings to discuss new strategies and ideas