



# Magic Wing ADMINISTRATION



## Providing Marketing and Administrative Consulting to Entrepreneurs

Are you spending too much time on the administrative tasks of your business instead of focusing on building your business and making money? Or worse, are things not getting done at all because you don't have the time? Let's work together to put systems in place so you have time to do what you do best and what you love to do, which is why you started your business in the first place! As your professional partner we can help you with the following and more – just ask!

### Marketing Services

- Set up and maintain customer relationship management database
- Interact with customers and professionals of all levels on a wide range of issues
- Prepare and schedule newsletters and emails

### Social Media

- Set up and maintain WordPress website/blog
- Set up and maintain social networking accounts, post updates

### Administrative Services

- Prepare expense reports; track budget
- Travel arrangements; itinerary preparation
- Coordinate meeting and conference reservations; prepare materials
- Internet research; collect and compile information; prepare report

### Document Design

- Design impactful PowerPoint reports and presentations
- Dynamically display Excel data, analyze results and creatively assimilate into meaningful charts and reports
- Compose, edit and proofread correspondence, proposals, contracts and other documents

### Additional Professional Training

- CA Accident & Health Insurance Agent License
- Gimp Photo Editor

Deidra Miller is owner of Magic Wing Administration, providing marketing and administrative consultation to optimize her clients' businesses. One of her specialties is helping her clients determine how they can best put systems in place that allow them to focus on the revenue-generating activities they do best to grow their business.

Deidra is author of the ebook *Strategies to Optimize Your Business* and has published several articles with ezinearticles.com.

Deidra began her career in the corporate world, learning hands-on in various roles including executive assistant, office manager and project manager. She left that path when she realized her passion was helping entrepreneurs create a business they love!

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### Connect with us:



*"Deidra has been handling my marketing for several years now. She has exceeded my expectations and helped grow my business expediently! The best attribute she offers is her ability to be creative. She listens to my needs and creates strategies and tools to implement and achieve my overall goals. She handles my daily database, weekly reports, monthly follow up with clients, website updates, client interaction, everything! I would suggest her work and skills to anyone, whatever your field is.."*

**Nick Alvino**  
JMJ Financial

*"Deidra provides solid guidance for small business owners on how to grow and retain their customer base. She covers several areas that are critical to the success of any business."*

**Susan Joy Schleef**  
Presentations With Results, Inc.

*"Deidra and Magic Wing Administration have done an outstanding job in helping me in a number of projects. They handle the details professionally so I don't have to think about them. Deidra and her firm have my highest recommendation."*

**Johnny Adams**  
Accelerating Technologies

*"Deidra is the best in her field and I highly recommend her!"*

**George Vasu**  
StaffingForce.com

*Let's Create Magic!*

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