

VIRTUAL



HYENAS

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COMPANY PROFILE

VIRTUAL ASSISTANT
SERVICES GROUP





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ABOUT COMPANY

We are **not an agency**. Virtual Hyenas is a freelance group composed of Virtual Assistants based in the Philippines who offer a wide range of virtual assistant services to help you streamline your business and increase your productivity. From administrative support, social media management, blog management, customer service, human resources, SEO, website development and more, we've got you covered.





FOUNDER'S MESSAGE

Hello Valuable Clients!

Thank you for considering Virtual Hyenas for your virtual assistant services! You have come to the right place.

Let me start by saying **'we are not an agency'**. We are a freelance group of seasoned virtual assistants who have worked as virtual assistants for over 5 years. This means we have mastered our skills and we are continuously evolving, growing, and learning to be better at what we do. All clients we handle are important because every client means new expectations and another opportunity for knowledge and professional growth. Our client relationships are bound by trust and we are committed to providing our clients quality results.

I initially founded this group for Virtual Assistant moms mainly because I wanted to support moms like myself to have more employment opportunities. However, I saw the need and expanded our group not just for VA moms, but for all virtual assistants who are looking for work opportunities. While I support moms, we will also expand and provide support and training to other aspiring individuals who would like to become virtual assistants.

We are affordable and we don't charge agency rates. Though our rates are affordable, you are guaranteed quality work and services. Our goals are always to make our virtual assistant and our clients happy.

If you are ready to take the next step, you can book a consultation meeting with me. Please email our team at info@virtualhyenas.com.

We look forward to working with you!

Regards,


Jamaica Brazil-Reña
FOUNDER & TEAM LEADER



HOW WE WORK

1

BOOK A MEETING

In the meeting we need to know what your expectations are so we can find the best match for your business.

2

FIND YOUR MATCH

We have a team ready to take the job in the pipeline but if the skills don't match what you need, we help screen and find the right VA for a minimal sourcing fee.

3

HIRE & ONBOARD

After finding your match, the paperwork is next. Once all the paperwork is done and initial requirements are fulfilled, your VA will be deployed immediately.

4

DEPLOYMENT

A proper handover of the VA will be given based on the start date requirements discussed in the consultation meeting.



OUR SERVICES



- ADMINISTRATIVE SUPPORT
- SOCIAL MEDIA MANAGEMENT
- BLOG MANAGEMENT
- CONTENT CREATION
- GRAPHICS AND VIDEO EDITING
- CALENDAR MANAGEMENT
- EMAIL MANAGEMENT
- RECRUITMENT AND ONBOARDING
- WEBSITE DEVELOPMENT
- MARKETING
- CUSTOMER SERVICE HANDLING
- TECHNICAL SUPPORT
- E-COMMERCE SERVICES
- LEAD GENERATION
- BOOKKEEPING
- AND OTHER RELEVANT VA SERVICES





MEET THE TEAM

Jamaica Reña

Founder
Team Leader
Virtual Assistant



Jamaica Rena leads the Virtual Hyenas team. She has over 18 years of work experience in different areas of business. Areas of expertise: Administrative Support, Social Media Management, Customer Service, Email Support, Content Creation, Blog Management, Hiring, Recruitment, Onboarding, Training and Coaching.

William Reña

Co-Founder
Wix Website Developer
iOS Developer
Graphics & Video Editor



William Rena is Virtual Hyenas' Co-Founder. Over 18 years experience in programming. Area of expertise is: iOS Development, Graphics and Video Editing, Graphics Design, Wix Website Development, Social Media, Training and Coaching.

Louella Lauron

Business Partner
Virtual Assistant



Louella Lauron is one of Virtual Hyenas' top notch Virtual Assistants. She is also Virtual Hyenas' Business Partner managing our call center team. Her expertise includes Customer Service, Administrative Support, Technical Support, Social Media management, Hiring and Recruitment, Training and Coaching.

Angeline Aguilar

Marketing Manager
Business Partner
Virtual Assistant



Angeline is one of Virtual Hyenas top notch Virtual Assistants. She is also our Marketing Manager. Areas of expertise includes: Lead Generation, Marketing, Client Services Management, Social Media Management, Blog Management, Administrative, Customer Service, Training and Coaching.

Melba Mendoza

Admin Assistant



Melba Mendoza is Virtual Hyenas' administrative assistant. She handles the team's records, files all necessary documents, monitors timesheets, invoicing, and contracts, organizes events, team activities and more.

OUR PRICING



Our pricing varies depending on your requirements. Below is our general pricing for your reference. We also accept project based work charged per hour.

OUR PRICING TABLE (US)

Role	Junior (6months-1year)	Intermediate (2-4 yrs)	Expert (4++ yrs)
General Virtual Assistant	\$6/hour	\$8/hour	\$10/hour
Data Entry Specialist	\$6/hour	\$7hour	\$8/hour
Blog Management	\$8/hour	\$10/hour	\$12/hour
Social Media Management	\$8/hour	\$10/hour	\$12/hour
Human Resources	\$7/hour	\$9hour	\$12hour
Recruitment Assistant	\$7/hour	\$8/hour	\$9hour
Admin Support	\$8/hour	\$10/hour	\$12/hour
Executive Assistant	\$8/hour	\$10/hour	\$12/hour



Our pricing is negotiable and can be tailored based on your needs. In order for us to determine what pricing suits your requirements, book a meeting with our team leader today.

OUR PRICING TABLE (AUD)

Role	Junior (6months-1year)	Intermediate (2-4 yrs)	Expert (4++ yrs)
General Virtual Assistant	\$8-9/hour	\$10-12/hour	\$12-15/hour
Data Entry Specialist	\$7/hour	\$8hour	\$9/hour
Blog Management	\$8/hour	\$10/hour	\$12/hour
Social Media Management	\$8/hour	\$10/hour	\$12/hour
Human Resources	\$10/hour	\$12hour	\$14hour
Recruitment Assistant	\$10/hour	\$12/hour	\$14hour
Admin Support	\$8/hour	\$10/hour	\$12/hour
Executive Assistant	\$8/hour	\$10/hour	\$12/hour



WHAT OUR CLIENTS SAY ABOUT US



Susannah

Blogger

I am so grateful for my VA's willingness to learn new things and the speed at which she can complete big projects. I really appreciate when she hops in and does things that I forgot to do. It helps keep me on track and focusing on important parts of my business.



Justin

CEO & Builder

The team at Virtual Hyena's have been amazing from the word go. I am so happy with my 2 VA's, they have completely overhauled our Marketing Team and streamlined our website. I'd strongly recommend them.



WHAT OUR CLIENTS SAY ABOUT US



Paula

Food Blogger

My experience with Virtual Hyenas is wonderful. My VA is easy to work with and eager to learn.



Jessica

Digital Marketing

My VA at Virtual Hyenas is amazing! She's always on top of her game and very proactive when it comes to our blogs and social media initiatives. I also appreciate that she takes feedback really well and works on getting better every day. I love our collaborative working relationship and I know I can always count on my VA with any new tasks.





VIRTUAL HYENAS

Ready to take the next step?
Get in touch with our team today!



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