
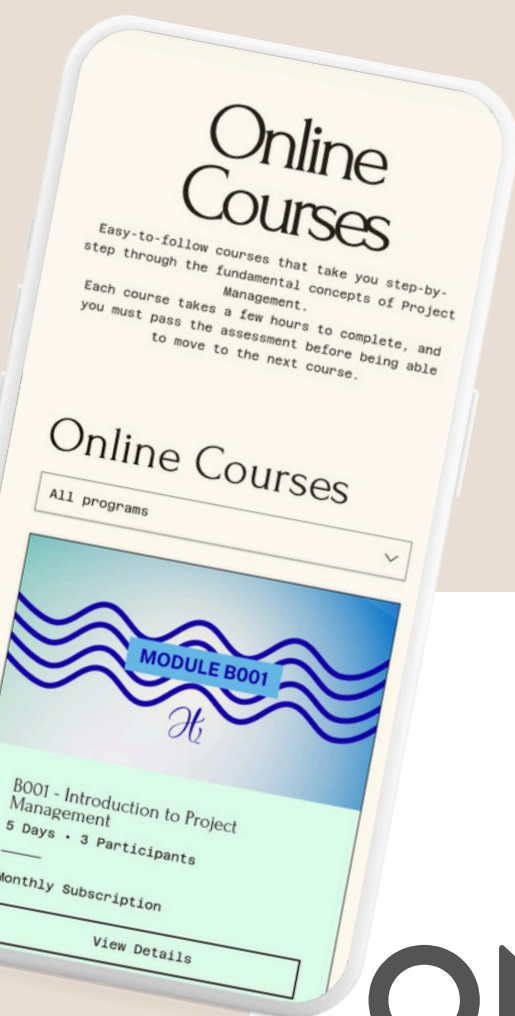


Work with A Certified VA

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BUILD YOUR ONLINE COURSE

I help clients put pen to paper by helping them translate the ideas that they have in their heads to profit-making online courses.

hartprojects.co.uk is a project management learning platform that I built with a client.



BRANDING

I help clients build and combine the logo, colour palette, fonts, and website design that adequately represents their brand.



CONTENT DEVELOPMENT

Dubbed a “luddite” by a friend, I avoid AI and instead create compelling newsletters, social media and website content that do not sound robotic. With human language, I clearly get the message across to my client’s target market.



EMAIL/CALENDAR MANAGEMENT

Nobody wants to miss important emails and meetings. With me in your inbox, decide what to delegate so that you can stay on top of the information that matters.



EDITING/ GHOSTWRITING

I am a published author and graphic designer with a wealth of experience in both digital and traditional media. With the release of several successful books - including *Inspector Dagogo* (March 2022), *Loving Gladys* (March 2020), and *Yardsale* (April 2013) - I edit and ghostwrite books for clients.



ABOUT ME

My name is Ibiene Bidiaque. Holding the designation of CCAP (Canadian Certified Administrative Professional), I am a highly skilled and dedicated administrative professional, bringing a wealth of experience and expertise to my role. With a strong commitment to helping small- and medium-sized businesses succeed, I offer a range of services that are designed to help these organizations establish and streamline their processes and working methods.

