

Skills Checklist

Not sure what skills you have to offer? Below is a list of some of the more common online Freelance skills for you to check off. It's a great way to identify & have an overview of your own skillset & highlight your value. Plus it gives you an idea of potential skills that you can add to your skillset or even identify what can be delegated to a service provider. The possibilities are endless!

<input type="checkbox"/> Accounting	<input type="checkbox"/> Ad copy
<input type="checkbox"/> Adobe Illustrator	<input type="checkbox"/> Adobe InDesign
<input type="checkbox"/> Adobe Photoshop	<input type="checkbox"/> Bookkeeping
<input type="checkbox"/> Business Development Support	<input type="checkbox"/> Calendar Management
<input type="checkbox"/> Canva	<input type="checkbox"/> Client Relationship Management
<input type="checkbox"/> Contact Management	<input type="checkbox"/> CSS
<input type="checkbox"/> Course Copy	<input type="checkbox"/> Data Entry
<input type="checkbox"/> Document Management	<input type="checkbox"/> Document Preparation
<input type="checkbox"/> E-Book Covers	<input type="checkbox"/> Customer Service
<input type="checkbox"/> Editing & Proofreading	<input type="checkbox"/> Email Newsletters
<input type="checkbox"/> Executive Assistance	<input type="checkbox"/> Expense Reports
<input type="checkbox"/> Facebook Management	<input type="checkbox"/> Facebook Ads
<input type="checkbox"/> Facebook Group Management	<input type="checkbox"/> HTML
<input type="checkbox"/> Illustrations	<input type="checkbox"/> In-person Event Coordination
<input type="checkbox"/> Invoicing	<input type="checkbox"/> Instagram Management
<input type="checkbox"/> Logo Design	<input type="checkbox"/> Media Kits
<input type="checkbox"/> Meeting Agendas	<input type="checkbox"/> Meeting Minutes
<input type="checkbox"/> Membership Management	<input type="checkbox"/> Microsoft Office Suite
<input type="checkbox"/> PDF & Worksheets Design	<input type="checkbox"/> PicMonkey
<input type="checkbox"/> Pinterest Management	<input type="checkbox"/> Pinterest Ads
<input type="checkbox"/> PowerPoint Slide Design	<input type="checkbox"/> Press Releases
<input type="checkbox"/> Project Management	<input type="checkbox"/> Sales Copy
<input type="checkbox"/> Sales Funnel Creation	<input type="checkbox"/> Sales Page Design
<input type="checkbox"/> Scheduling	<input type="checkbox"/> SEO
<input type="checkbox"/> Social Media Management	<input type="checkbox"/> Social Media Tools

Templates

Transcriptions

Travel Planning

Twitter Management

Twitter Ads

Web Copy

Webinars

WordPress

YouTube

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