

DECEMBER 2018

# INESSENCE VIRTUAL ASSISTANCE



## **PROFESSIONAL PORTFOLIO**

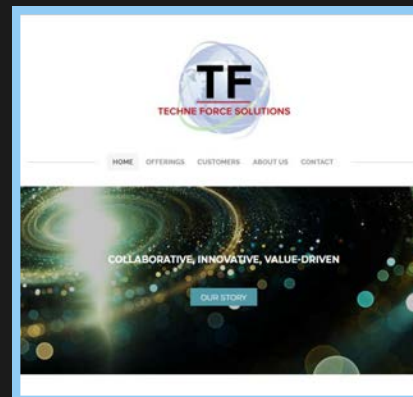
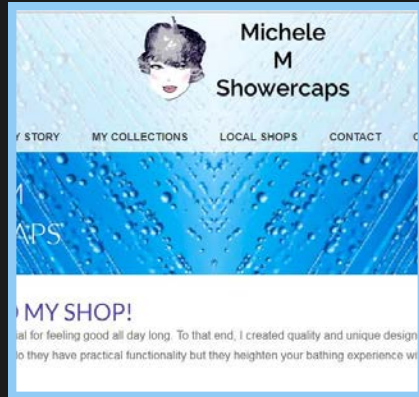
A Presentation by Nanette Thelemaque

collaboration with small businesses,  
entrepreneurs, professional Freelancer, and  
women's organizations



# GRAPHIC DESIGN

- Logos
- Digital eCards
- Web design
- Photoshop editing
- Illustrator designs
- InDesign



# WEBSITES

For your inquiries, please contact us at  
[INFO@INESSENCEINC.COM](mailto:INFO@INESSENCEINC.COM)

# INESSENCE VIRTUAL ASSISTANCE

*Prince George's*  
**Pamper Session with Women of Prince George's**

**IT'S TIME TO DO YOU!**  
 (Shower, Steamers, Hair, Soap, Skin Care, The Ultimate Daily Regime)

**Featuring speakers**

**Regina Robinson**  
 Jan 200  
 Reginald@reginapamper.com  
 Don't let your relaxation time go to waste another pretty please

**Donell Davis**  
 Temple University  
 Former attorney, health & fitness coach, business coach, author, speaker, entrepreneur, and more

**Warm Up Exercise**  
 Massage King Donnie

**FEB. 17, 2018**  
**4:00 PM - 7:00 PM**  
 Online on Zoom

**Grace's Fortune**  
 205.31.3610  
 205.31.3610  
 205.31.3610

Sign up and attend. Register today at [www.womenofpg.com/events](http://www.womenofpg.com/events)

**M&T Bank**  
**Module 2**  
**M&T Bank and Friends**  
 with **John Bailey**  
 Vice President, Business Banking Team Leader

Turn your venture into a success story by enjoying yourself with the right money management skills. Avoid off-balance business deals and have enough money to invest in and grow your business. Attend this workshop and prevent your business from suffering from poor money management!

**Saturday, October 20, 2018**  
**9:00 am - 7:00 pm**  
 Renaissance Inn Large  
 12500 Campus Dr.  
 Largo, MD 20774

with **CLYDE PATTERSON**

**Alexander & Chace**  
 Financial Advisors

**FOOD WILL BE PROVIDED - RESERVE YOUR SEAT NOW**

**Module 2 Workshop**  
 \$35.00  
 Attend both sessions and pay ONLY \$50.00

**ATTEND OUR FINANCIAL WORKSHOP AND PUT YOUR STRATEGY TOGETHER!**

**womenofpg.com**

**RE/MAR GROUP**

**Metoyer Consulting**

**Company Overview**

Metoyer Consulting has achieved success delivering on all levels across a broad spectrum of clients and enjoys a reputation for championing exceptional talent and creating a learning environment that gives participants the freedom to explore topics that are often viewed as uncomfortable. We work closely with leadership to create environments where employees feel inspired, included, and valued. More and more companies are also embracing to promote diversity in a company's success. Let Metoyer Consulting guide you through your diversity and inclusion program, leadership development, professional and executive search training programs.

**CERTIFICATIONS**

- HR, Business Executive Development
- HR, Executive Education and Training
- Cultural Intelligence (CCI)
- HR, Ethical Values and Moral Courage Institute
- International Management
- HR, D & I
- HR, D & I

**AFFILIATIONS**

Culture Intelligence Center  
 Institute for Professional Leadership  
 Institute for Global Education  
 HRSA Director for Diversity and Inclusion

**AGENCIES**

Department of Agriculture  
 National and other government  
 National Institute of Health  
 National Science Foundation

**Minority & Veteran Owned Business**

**CONTACT**

Metoyer Consulting  
 P.O. Box 45400  
 Memphis, TN 38145-0400  
 (901) 589-1100  
[www.metoyerconsulting.com](http://www.metoyerconsulting.com)

**Services Offered**

- Diversity & Inclusion Practice Leader
- Leadership Development Training
- 360° Building Workshops in Leadership Fundamentals
- Examining Individual & Cultural Bias
- Diversity & Inclusion Executive Training
- Organizational Assessments

**Core Competencies**

Diversity and Inclusion Workshops and Seminars  
 Leadership Development Programs  
 Strategic Development and Implementation  
 Organizational Assessment and Evaluation

**Differentiators**

- Values:** Our clients are made up of people of all backgrounds, to create an environment in which employees can speak candidly without fear of retaliation.
- Specialties:** Our talent are more than simply passionate about the work of diversity and inclusion, we also build project roadmaps to support long term business goals.
- Values:** Higher employee engagement and productivity and reduced costs related to attrition of high-potential employees.

**SAVE THE DATE**  
 Saturday, July 28, 2017

**Heritage Weekend Celebration**

Like branches on the tree, We all grow in different directions, yet our roots remain as one.

**Heritage Weekend Celebration**

Like branches on the tree, We all grow in different directions, yet our roots remain as one.

**The Family Branches of Ella & Booker Bolton**

**July 22 - 23, 2017**

**7th Annual Conference of US**

**REVENUE ENHANCERS**

**The Speakers**

**REGINA ROBINSON**  
 Jan 200  
 Reginald@reginapamper.com  
 Don't let your relaxation time go to waste another pretty please

**Donell Davis**  
 Temple University  
 Former attorney, health & fitness coach, business coach, author, speaker, entrepreneur, and more

**Wendy Williams**  
 1990  
 Wendy@wendywilliams.com  
 Don't let your relaxation time go to waste another pretty please

**May 24, 2018**  
 8:00am - 3:00pm  
 Marriott & Renaissance

**Greenbelt Marriott**  
 6400 Ivy Lane  
 Greenbelt, MD 20770  
[www.marriott.com](http://www.marriott.com)

Don't Miss the Success Panel!  
 The government's essential panel  
 "political lesson importance of voting issue", and much more

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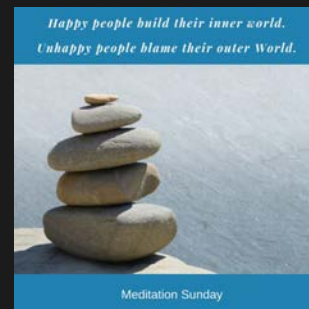
# PRINT & DIGITAL MATERIAL

- Business Cards
- Brochures
- Flyers
- Post cards
- Agenda
- Programs



# DIGITAL MARKETING & SALES SUPPORT

- Search Engine Optimization (SEO)
- Search Engine Marketing (SEM)
- Website Strategy
- Integrated Online Marketing Strategies
- Pay Per Click Advertising
- Social Media Management
- Social Media Marketing Campaigns
- Email Outreach Programs
- Onsite & Offsite Marketing
- E-Commerce support & Maintenance



# ADMINISTRATIVE SUPPORT

- Project Management
- Calendar Management
- Email Management
- Follow up with clients
- Topical Research
- File Management
- Presentation Creation
- Manage blog updates
- Travel Arrangements
- Manage social media accounts

## INESSENCE VIRTUAL ASSISTANCE

Running a business is hard work. There are so many hats you need to wear and not enough time to do all in a day or do it well.

I started InEssence because I knew I could meet a need small business owners, entrepreneurs, and busy professionals were facing with more work than time.

With over 25 years of corporate experiences in Marketing, Sales, and Administrative Support, I started my business offering a breath of skill sets and my years of experience to assist others to be successful.

I am proud to have helped countless satisfied clients with my hard earned business instincts, continual training, and years of experience that help optimize growth, get the work done and achieve or maintain success.

InEssence will expand consciousness and confidence in your business journey. I work with you each step of the way to help you accomplish your desired business goals without fear and anxiety. Gaining you time for revenue-generating activities and focus to concentrate on what you do well.

Teamwork is essential when running a business. When you partner with me, you will get a collaborative virtual partner who will ensure that nothing falls through the cracks.

This is the core intrinsic nature and indispensable quality of what InEssence does for you because the next thing you want to do needs to be the best thing for you.

InEssence is your partner to your success!

Nanette Thelemaque  
Owner

“*You are a God send! You are awesome. I am very grateful for all your hard work and for having your eyes and mind as part of our company.*”  
~ Synapse Integrated Wellness

# ABOUT US



INESSENCE VIRTUAL ASSISTANCE



(978) 364-0196

# HOW TO REACH ME



f

in

g+



[www.inessenceinc.com](http://www.inessenceinc.com)

[nanette@inessenceinc.com](mailto:nanette@inessenceinc.com)