DAK
DAWN ALLISON KING
CONSULTING

ELEVATE
& SIMPLIFY

CREATIVE & DESIGN

- **Business cards**
- **Logos**
- **eBooks, brochures, handbooks, one-pagers**
- **Profile banners for LinkedIn, FaceBook, YouTube, etc.**
- **Presentations**
- **Branded templates**
- **Lead magnets**
- **Social media graphics**
- **Websites**

REACH OUT TODAY!
hello@dawnallisonking.com

BUSINESS SYSTEMS

- **Documenting standard operating procedures**
- **Digitally organizing files in Word, Excel, Google Drive, etc.**
- **Creating company wiki's**
- **Creating training content and materials**
- **Creating online employee training**

GENERAL

- **Scheduling and calendar organization**
- **Proofreading reports, eBooks, emails, reports**
- **Editing and formatting documents and templates**