Experience, Credentials, Certs, Licenses, and More!

EDUCATION

Diploma, Accounting, 2002
BS - General Studies with a minor in business and accounting, 2011
MBA - Master of Business with an emphasis in accounting, marketing, and leadership, 2013
Diploma, Legal Studies/Paralegal, 2024

CERTIFIED

NOTARY

Notary Public, since 2004
Mobile Notary, since 2007
Certified Signing Agent, since 2017
Remote Online Notary, since 2023

BOOKKEEPING

Quickbooks Online Pro Advisor
Freshbooks Accounting Partner
Xero Certified Partner
Intuit Academy Bookkeeping

GOOGLE

Project Management, Coursera, 2024

CERTIFICATE OF COMPLETION

PROJECT MANAGEMENT

Delivering in the Digital Age: Agile Part 1, 2023
Google Foundations of Project Management, Coursera, 2024
Google Project Initiation: Starting a Successful Project, Coursera, 2024
Google Project Planning: Putting it All Together, Coursera,2024
Google Project Execution: Running the Project, Coursera, 2024
Google Agile Project Management, Coursera, 2024
Google Capstone: Applying Project Management in the Real World, Coursera, 2024

COPYWRITING

Expert Author, EZine Articles, 2011
Grammar Fitness, 2003
Business Etiquette, 2003
How to Develop + Test a Story Idea
Content Marketing, HubSpot, 2022
Generative AI Fundamentals and Responsible Usage, 2023
Digital Storytelling For Content Marketing, 2023
The 5 Essential Elements of Storytelling, 2023
Writing Effectively: Writing Instructions, 2023
Business Writing and Importance of Writing Effectively, 2023
Writing Effectively: Dealing with Dominating Customers, 2023
Email Writing for Professionals, WiPro, 2023

MARKETING

eMarketing certification, 2012
Affiliate Marketing Expert, 2013
Affiliate Marketing 101, Christina Root (Teachable)
Pinterest Marketing 101, Christina Root (Teachable)
Make Your Own Printables, Laura Smith (Teachable)
Paid By Pinterest: Affiliate Marketing & Pinterest, Elsie McDowell (Teachable)

Social Media Marketing Classroom, 2014
How to Become a Designer, 2014
Introduction to Graphic Design, 2015
Social Media Marketing, 2020
Installing Your Digital Marketing Operating System, Digital Marketer, 2022
Scalable, 2022
Social Media Marketing, HubSpot, 2022
Digital Marketing, HubSpot, 2022
Foundations of Digital Marketing and E-Commerce, Google & Coursera, 2022
Tailwind Mastery, 2023
Strategic Self-Marketing and Personal Branding, 2023
Twitter Profit Hack (Twitter Marketing,)2023
Digital Advertising Certified, HubSpot, 2023
Email Marketing Certified, HubSpot, 2023
SEO Certified, HubSpot, 2023
Inbound Marketing Optimization Certified, HubSpot, 2023
Inbound Marketing Certified, HubSpot, 2023
Revenue Operations Certified (RevOps,) HubSpot, 2023
Digital Marketing Landscape, Meta, 2023
Introduction to Meta Business Manager, Meta, 2023
Buying on Facebook, Meta, 2023
Keeping People and Businesses Safe on Facebook, Meta, 2023
Meta Advertising Policies, Meta, 2023
Creative Essentials, Meta, 2023
Define Your Audience, Meta, 2023
Using Insights to Inform Ad Strategy, Meta, 2023
Sales Enablement, HubSpot, 2023
Semrush SEO Toolkit, 2023
Marketing Analysis, Semrush, 2023
Delivering in the Digital Age, WiPro, 2023
Attract and Engage with Customers with Digital Marketing, 2024
From Likes to Leads: Interact with Customers Online, 2024
Think Outside the Inbox, Email Marketing, 2004
Assess for Success: Marketing Analytics Measurement, 2024

Make the Sale: Build, Launch, and Manage E-Commerce Stores, 2024
Satisfaction Guaranteed: Develop Customer Loyalty Online, 2024

FINANCE

Saving Money on the Internet, 2000
H&R Block Income Tax, 2004
H&R Block, Alternative Tax, 2005
H&R Block, TPS, 2005
H&R Block Income Tax (recertification,) 2008
Cash Handling, 2007
Income Tax Preparation, 2004
Medical Billing, 2000
Alternative Minimum Tax, 2005
Cash Receivables Accounting, 2015
Bitcoin for Accountants, 2015
Capital Gains, Amended Returns, & Estimated Tax, 2016
Income Tax Preparation (review,) 2017
ACA Individual Tax Implications, 2017
ACA Overview & Key Terms, 2017
Credits for Families and Children, 2017
Filing Status and Dependents, 2017
Itemized Deductions, 2017
To Tax or Not to Tax, 2017
Tax Preparer Ethics, 2017
HR Block Tax Knowledge, 2019
HR Block Realize Your Potential, 2019
Bookkeep Anywhere, 2020
Cannabis Organizational Forms for Growers and Dispensaries, 2020
Cannabis Tax & Bookkeeping Mastery Course, 2021
Virtual CFO Accelerator, 2022
Intuit Bookkeeping Basics, 2024
Intuit Assets in Accounting, 2024
Intuit Liabilities and Equity in Accounting, 2024

Intuit Financial Statement Analysis, 2024

ANALYTICS

Introduction to Data Analytics, 2023
Data Analytics Fundamentals, 2023

VIRTUAL ASSISTANT

How to Become a Virtual Assistant, 2023
What is a Virtual Assistant, 2023

PROOFREADING

Transcript Proofreading: Theory and Practice, 2015

LEGAL

Deputy Court Clerk, State of Oklahoma, 2006
Transcript Proofreading: Theory and Practice, 2015
Zoom Legal Transcription, 2015 (now called Transcribe Anywhere)
Digital Scoping, 2024
Digital Scoping MAXScribe, 2024

REAL ESTATE

A former Michigan licensed real estate appraiser, 2008
Michigan pre-license real estate course certification, 2017, 2020
Homebuyers Education, 2003
Mortgage Field Service Inspector, 2023

FOOD & HEALTH

Michigan State University: Michigan Cottage Food Law - Food Safety Training, 2015
Diet Simple, 2003
Exploring Herbal Medicine, 2003
UnDiet Your Way to a Better Body, 2001
Choosing the Right Diet, 2000
Calorie King University, 2005
Institute of Nutritional Leadership, 2014

Salted: Grilled Cheese Master Class, 2015
Transformational Nutrition Summit, 2015

SOFTWARE & APPLICATIONS

General AI Fundamentals, WiPro, 2023
Office 2000 Specialist, 2000
Win 95/98 Computer Fundamentals, 2000
Access 2000, 2003
Windows ME, 2000
Tune Up Your Windows 98 PC, 2000
Tailwind Mastery
Ariba Procedure to Pay Process Training

EMERGENCY PREPAREDNESS

FEMA: Single Resources and Initial Action Incidents, 2006
FEMA: Introduction to Incident Command Systems, 2006
FEMA: National Incident Management Systems and Introductions, 2006

MISC

Childcare Fundamentals, 2000
Life and Time Management, 2000
Getting Things Done, 2003
Find the Perfect Career, 2003
Bible as Literature, 2003
Life Coaching, 2020
Strategic Self-Marketing and Personal Branding, Coursera, 2023
Heal Your Business Mindset, 2023
Code of Business Conduct, WiPro, 2023
Your Work from Home Guide, WiPro, 2023
Training and Awareness: Risk Management, 2023
HIPPA Awareness Training, 2023
Anti-Corruption, 2023
Code of Business Conduct, 2023

Unconscious Bias: Recognize and Rewire, 2023
Data Privacy Training, 2023
Resume Writing That Gets You Paid, Udemy, 2024

OTHER STUDIES

Through My Work At Sparkitive:
Enstigate
Scalable
Business Made Simple
Storytelling through Storybrand
Process Driven
The Keyword Academy

ASSOCIATIONS, AFFILIATIONS, & ORGANIZATIONS

Association of Professional Managers, 2005-2006
National Notary Association, current

EXPERIENCE

Resume: W Chrystal Mahan Business Professional.docx
Virtual Business Assistant - 2000 to present
Digital Business Manager - 2008 to present
Accounting, Bookkeeping & Tax Advisor - 2000 to present (preparer since 2003)

Virtual Customer Service Agent
- LiveOps - Mint (Chat), Turbo Tax
- West at Home - Virgin Mobile
- Arise - Sprint

KGB (Chat)
Weegy (Chat)
Text 121 (Chat)
Needle (Chat)- Skullcandy

Virtual Travel Concierge
Fetch

Virtual Assistant Agencies
Fancy Hands
Lucent

Social Media Marketing
Beard Babe Love
Nevermore Lane
YUMeating
WAHLiving
Tax Queen
Neat Ledgers
Self Employed Writer
More to Life than Chocolate
... a host of private clients

Copywriting
Nerd Rush
Content Ninjas (merged into Sparkitive)
Sparkitive
CBS Local Detroit Detroit Examiner: 2012-19
Digital Journal
Blasting News Blasting News: 2016-17
FanAppic
Detroit Examiner
All Voices
AXS

- Helium
- Ezine Articles
- HubPages
- Demand Studio - eHow, Intuit, Turbo Tax, Quickbooks
- Break Studios
- Man Made
- Textbroker
- eCopywriters
- ePinions
- Expert 123
- Merchant Circle
- Star Reviews
- Peku Publications
- Business Support Group
- Direct Sales Help
- iPhoneAppCafe
- Yahoo! Voices
- Web Answers

Copy Editing

- Content Ninjas
- Sparkitive

Project Manager

- Content Ninjas
- Sparkitive

BRANDS I'VE WORKED WITH

- Links to my work: Links to My Work.docx
- Megan Massacre
- Plumb
- Hamilton Beach .. Post 2, Post 3, Post 4
- McCormick

Mac-n-Mo's Morcelicious Mix
Kiss Me Organics – Matcha Green Tea Review post 1 , post 2 , post 3, post 4
Yogi Tea
Plum Deluxe teas
Carnation Instant Breakfast
Finesse
Weight Watchers
Clean Eating Weekly
Food Should Taste Good, post 2, post 3
Love with Food
Receptra
Fun Run Box post 1, post 2,
Curel
Sugarlands Shine
Evian
Walmart Beauty Box post 1, post 2
MY PURE fragrance
American's Choice (Save-A-Lot brand)
Loved + blessed
Billion Dollar Brows
Sun Basket
Everpro
HydroPeptide
Coke, MARS, and Orville Redenbacher
Hungry Girl
Weber
Move-Free Ultra Omega
Lean Cuisine – Lemongrass Salmon
Morning Star Tomato & Basil Pizza Burger
Cindy Crawford's Meaningful Beauty
StPatricksDayShirts.com
Natural Factors Green Coffee Bean
Old El Paso
Buitoni Chicken Marsala
Save-a-Lot post 1
Bestowed Box
Colgate
Teresa Tapp / T-Tapp Workout
Tom's of Maine

Vapor 4 Life
Try the World Post 1, Post 2
Alexia
Snickers
Aloha
Dove Chocolates
K-Y
Nature Valley and Fiber One
Nestle Toll House
Ideal Shape , post 2
Best Buy - Cannon , LG OLED TV
Mezzetta
Crum Creek
Label Daddy
Bloominous
Klondike
Polders Old World Market
Kroger Private Selection
Farmland
Lifeway
Diet to Go
LaTortilla Factory
Energems
Blue Apron
VitaCost
Slim Fast Strawberry n Cream
Conscious Box
Pet Box – January 2014, February 2014
Chewy – January 2014 Fromm, December 2013 Orijen, December 2013 The Honest Kitchen, April 2015 Merrick
Blue Bunny
Nutrisystem
Eco Teas – Yerba Mate Green Tea
Meijer
Ultra Sleeves
FAST Shampoo and Conditioner – Before & After
Sony
Aveeno Positively Radiant Intensive Night Cream
Skillet Bacon Spread

Excelerol

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