

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

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: [W](#) 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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