

Professional Qualifications

Realty Support Plus offers a wealth of professional experience and training to assist you in achieving your business goals. Melinda Runkle, Principal and Lead Virtual Assistant, has more than 16 years of practical experience in the areas of real estate sales and support, title insurance, new home marketing, retail sales, plus executive level marketing and administrative support. Combine this experience with a BSBA in Marketing and you have a well-qualified, highly skilled business partner at your service. Career highlights include: Real Estate licenses in GA and FL (both current, but inactive), Marketing and Listing Coordination, Onsite Transaction Management, Title Insurance Marketing Representative, Marketing Administrator, and Administrative Coordinator.

Real Estate Virtual Assistant



Melinda Runkle, BSBA
Principal, Virtual Assistant

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Marketing & Real Estate Support Solutions

If you need more hours in the day just to accomplish everything on your “to do” list, we have the solution. Take a look inside to learn more.

What We Do

Realty Support Plus provides remote office support to small business owners; specializing in marketing and administrative support for the real estate industry. Routine tasks such as word processing, data entry, advertising, bookkeeping, marketing, and website maintenance are essential, but keep you from the strategic work that propels your business forward. These things all must be done, but that doesn't mean you have to be the one doing them all. Outsourcing even some of these tasks allows you more time to concentrate on income producing activities and enjoy more freedom in the process.

Marketing & Real Estate Support Services

- Marketing Plans
- Brochures/Flyers/Postcards
- Multimedia and Print Presentations
- MLS Maintenance
- Contact Management
- Email Drip Marketing Campaigns
- Market & Internet Research
- Word Processing
- Data Entry

What This Means for You

- Delegate your routine tasks and maximize your time
- Work with a strategic business partner who has a vested interest in your success
- Concentrate on income producing activities
- Manage your business, not your paperwork
- More time for family and friends
- Focus on growing your business
- Take a vacation knowing everything is under control
- Spend more time networking
- Enjoy yourself...isn't that why you got into business for yourself in the first place?

Melinda Runkle and Realty Support Plus are proud to be associated with the following organizations:

- International Real Estate Assistant Association
(Formerly CyberStarVA)
- International Virtual Assistants Association
- JERPAT VA Coaching Team

How We Work Together

- Realty Support Plus is a professional services provider offering virtual assistance from our own fully equipped office.
- As Independent Contractors, we bill only for actual time spent on your project. You never pay for vacation or sick time, health insurance benefits, payroll taxes or employee "downtime."
- We communicate with our clients through email, fax, phone, FTP, web conferencing, instant messaging, and other available technology.
- We maintain the equipment and software so you don't have to. We continually research new products and services to provide increased efficiency for our clients and ourselves.

- REVA Network
- Southeastern VA Group (SEVAG)
- VA Networking