VIRTUAL ASSISTANT

A virtual assistant is someone who supports your business by taking on tasks you don't have time for—so you can focus on what you do best. I'm here to help you succeed, whether that's through email marketing, file organization, content planning, or admin work. And if you're local, you can hire me for in-person services too like physical filing, event help, or behind-the-scenes support!





newsletters monthly, branded and scheduled.

Inbox Management

Organize, respond, and declutter your email Professional PDFs, forms, or worksheets inbox.

Calendar Scheduling (no phone calls)

Manage appointments, events, and reminders.

Client Follow-Ups (no phone calls)

Prompt replies to keep clients engaged.

File & Folder Organization (Local available too)

Digital file cleanup and system setup.

Data Entry

Accurate input for spreadsheets systems.

Document Creation

made.

Personal Errands*

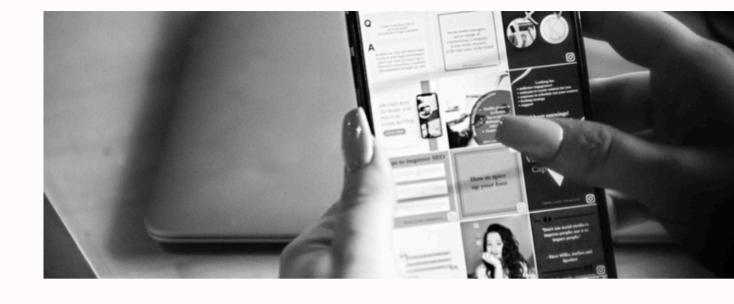
Local errands run so you stay focused.

Event Setup/Support*

Help coordinating or managing local events.

On-Site Office Organization*

Sort, file, and organize physical workspace.



Meeting/Call Note-Taking

Attend virtual calls and summarize key points.

Research Assistance

Market, product, or competitor research done.