

# Done-for-You Business Support to Help You Scale & Thrive.

Spending too much time on admin, hiring, & operations instead of growing?  
I'll handle the backend work—so you can scale stress-free.

## Essential Business Support

For entrepreneurs needing help with daily operations & admin tasks.

- ✓ **Executive & Admin Assistance**  
Calendar, email, & project mgmt
- ✓ **HR & Hiring Support**  
Job postings, resume screening, onboarding
- ✓ **Document & Presentation Design**  
Proposals, reports, pitch decks
- ✓ **AI Integration**  
ChatGPT, MidJourney, Perplexity, AI-powered workflows

## Growth & Strategy Services

For businesses looking to streamline and scale.

- ✓ **Business Process Optimization**  
SOP creation, team workflows
- ✓ **Vendor & Contract Manufacturer Management**  
Negotiations, onboarding
- ✓ **Inventory & Supply Chain Coordination**  
Optimized for cost savings
- ✓ **Fundraising & Grant Writing Support**  
For nonprofits & startups

## Brand & Digital Presence

For businesses looking to improve their online impact.

- ✓ **Website Content & SEO Optimization**  
Keyword strategy, landing pages
- ✓ **Social Media Management**  
Content creation, scheduling, Canva design
- ✓ **Email Marketing & Blog Formatting**  
Lead magnets, newsletters
- ✓ **Brand Design & Digital Graphics**  
Presentations, infographics, marketing materials

**FIND THE RIGHT BUSINESS SUPPORT PACKAGE—GET STARTED TODAY!**