



## THE VIRTUAL HAILEY GROUP | COMPANY OVERVIEW

The Virtual Hailey Group is a leading provider of virtual assistant services, dedicated to supporting businesses and professionals with their administrative, operational, and organizational needs. With a team of highly skilled virtual assistants, we offer a comprehensive range of services to streamline workflows, enhance productivity, and optimize business operations.

### Executive Assistant Services

- Calendar and Email Management
- Meeting and Event Coordination
- Document Preparation and Management
- Project Coordination and Support
- Research and Analysis
- Confidentiality and Discretion

### Online Business Management

- Social Media Marketing
- Email Marketing Management
- Website Development and Optimization
- Customer Relationship Management

### Business Coaching

- Strategic Planning and Goal Setting
- Maryland Resident Agent Services
- Business Growth Strategies
- Virtual Assistant Coaching



### Virtual Hailey Group Differentiators

- **Holistic Approach:** We take a holistic approach to online business success, addressing every aspect from strategic planning and digital marketing to technology implementation and operational optimization.
- **Tailored Solutions:** Our solutions are meticulously tailored to meet the specific needs and goals of each client, ensuring maximum impact and ROI.
- **Results-Driven:** Our focus is on delivering tangible results and measurable outcomes, leveraging data-driven insights to maximize performance and efficiency.

## 3 BRANCHES OF OPERATIONS



Executive  
Assistant Services



Online Business  
Management



Business  
Coaching

## INDUSTRIES

### Nonprofit Organizations

Our comprehensive services encompass fundraising strategies, volunteer management, program development, and organizational capacity building.

### New Entrepreneurs

From business planning to market entry strategies, we empower new entrepreneurs to turn their visions into reality.

### Travel Agencies

From digital marketing strategies to customer relationship management, we provide the tools and expertise travel agencies need to thrive in an ever-evolving market.

### Chambers of Commerce

From strategic planning to event management, we provide the expertise and support chambers need to thrive in today's dynamic business landscape.

DUNS Numbers 076767521

### NAIC Codes

- 561110 , Office Administrative Services
- 541611, Administrative Management & General Management Consulting Services
- 561320, Temporary Help Services

## KEY PAST/CURRENT CLIENTS



## KEY CONTACTS

Nadine Hailey  
Founder  
[nadine@thevirtualhaileygrou.com](mailto:nadine@thevirtualhaileygrou.com)

Vernetta Gholson  
Director of Operations  
[office@thevirtualhaileygrou.com](mailto:office@thevirtualhaileygrou.com)

**The Virtual Hailey Group, LLC**  
4380-B Montgomery Road #1053  
Ellicott City, MD 21043  
[www.thevirtualhaileygrou.com](http://www.thevirtualhaileygrou.com)  
410-632-6086