



# EMK BUSINESS SOLUTIONS

*Live Freer*



## **SERVICES AND PORTFOLIO**

[WWW.EMKBUSINESSSOLUTIONS.COM](http://WWW.EMKBUSINESSSOLUTIONS.COM)



# Hi there!

Thank you for your interest in EMK Business Solutions. At EMK Business Solutions we serve micro businesses, ministries, churches, non-profit organizations, and individuals. Our goal is to help our clients free up time and provide resources to make their lives easier.

Our mission is simple: to provide comprehensive and customized virtual assistance services that empower businesses to reach new heights of success in Cleveland, Ohio, and nationwide.

In this guide, you will find details about the services that we provide, our packages and rates, and get to read testimonials from some of our clients.

*Erika Kennedy*

Owner and Virtual Assistant  
EMK Business Solutions



## Erika Kennedy

Owner & Virtual Assistant

*Erika Michelle Kennedy brings over 15 years of experience in the Technical, Customer, and Administrative Support industries to EMK Business Solutions. She holds an Associate of Applied Science in Computer Networking Hardware and excels in providing high-quality support to both individuals and businesses in need of assistance with their daily tasks.*

*Erika thrives on helping others with their administrative and technical support needs, dedicated to assisting those who are struggling in various areas and helping them find the resources they require. She excels in overcoming challenges and is committed to delivering exceptional services. As a diligent worker, Erika is ready to assist clients with both virtual and personal assistance services, ensuring they receive the comprehensive support they need.*

*Currently employed at a large software company, Erika's dream is to one day run EMK Business Solutions full-time and open a resource center to support the homeless and those looking to get back on their feet. Her passion lies in helping those who are unable to complete certain tasks on their own, and she looks forward to making a difference in their lives through her dedicated and personalized support.*

# Our Services

EMK Business Solutions is a virtual assistance agency with Virtual Assistants that specialize in various areas to suit the needs of our clients.

## GENERAL ADMIN TASKS

Including, but not limited to:

- Responding to and organizing emails
- Setting up appointment reminders
- Data Entry
- Research
- Making outbound calls
- Sending invoices
- Creating pay summaries
- And More

## CONTENT CREATION

Including, but not limited to:

- Creating online and printable forms
- Creating Flyers and brochures
- Creating SOP's
- Designing business cards
- And More

## SOCIAL MEDIA SERVICES

Including...

- Creating social media graphics
- Creating captions
- Scheduling posts

## WEBSITE CREATION

Take your business to the next level with a website to share with others what you do.

## PERSONAL TASKS

Including, but not limited to

- Shopping
- Setting up appointments
- Making outbound calls
- Travel arranging
- And More

## BUSINESS MANAGEMENT SYSTEM SETUP

This includes recommending and setting up different business tools and accounts such as:

- Payment Processing Systems
- Scheduling Systems
- Customer Service and CRM systems

## BANNERS AND BACKDROPS

We can create Banners and Backdrops in a variety of sizes for any occasion.

## LOGO CREATION

We help take your vision and make it a reality.

## Let's Get Started!

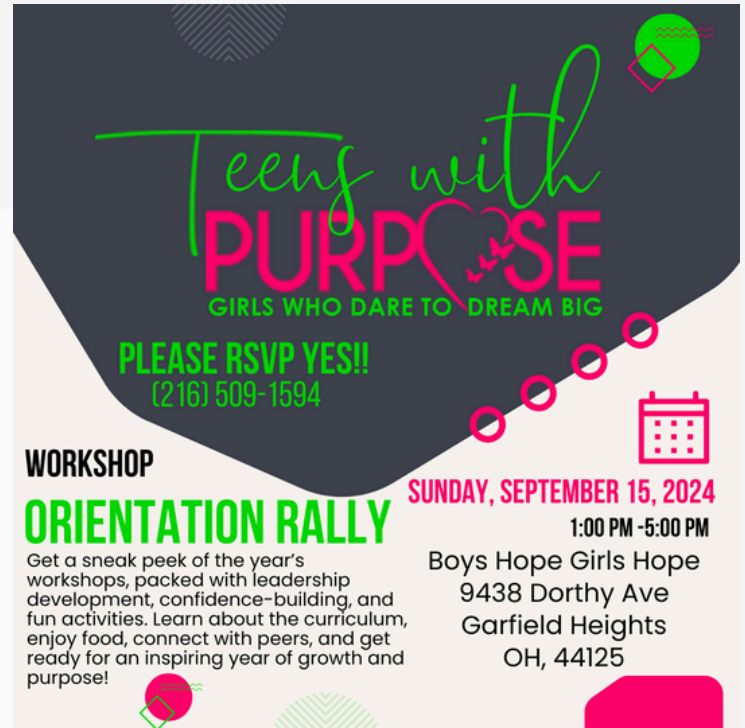
Schedule A Discovery Call today.

[emkbusinesssolutions.com](http://emkbusinesssolutions.com)



# Work Examples

## Social Media Graphics





# Work Examples

## Brochure

### Enroll Your Teen Today!

Great Experiences

- Monthly Workshops
- Community Outreach Projects
- Tutoring
- Runway Model Training
- Financial Literacy Training
- Etiquette Training
- Home Economics
- Social Media Training
- Annual Gala
- And so much more...



### dream big

#### Upcoming Events




**Teens with PURPOSE**  
GIRLS WHO DARE TO DREAM BIG  
**RECRUITMENT ORIENTATION RALLY**  
AGES 13-17 GIRLS  
SATURDAY SEPTEMBER 7TH 12-3PM  
Fun, Food, Giveaways and More  
Boys Hope Girls Hope 9439 Dorothy Ave. Garfield Hts, Ohio 44125  
Contact Valerie Walker, 216-509-1594  
www.teenswithpurposecle.org info@teenswithpurposecle.org

#### Contact Us

(216) 490-8804  
teenswithpurposecle.org  
@twpgirlscle  
P.O. Box 25582  
Garfield Heights, OH 44125

### Teens with PURPOSE

GIRLS WHO DARE TO DREAM BIG  
A faith-based organization for girls 14 to 17  
501 c3 Non-profit



Founder  
Valerie Walker  
**HELPING GIRLS REACH THEIR FULL POTENTIAL!**  
Enrollment Ends  
September 13, 2024  
www.teenswithpurposecle.org  
(216) 490-8804

#### OUR MISSION

To enable teen girls 14 -17 to achieve successful career outcomes by helping them identify and realize their precious potential by affirming their individual gifts, skills and exposing them to experiences that will strengthen their resolve to pursue a professional career.

#### OUR VISION

We aspire to be the premiere organization that is known for transforming the lives of teen girls who dare to dream big.

*Believe in Yourself*

#### Teen Girl Statistics

- 1 in 5 (18%) experienced sexual violence in the past year—up 20% since 2017 - www.cdc.gov
- Over 70% of girls age 15 to 17 avoid normal daily activities, such as attending school, when they feel bad about their looks. -www.dosomething.org
- Nearly 1 in 3 (30%) seriously considered attempting suicide. -www.cdc.gov
- 7 in 10 girls believe that they are not good enough or don't measure up in some way, including their looks, performance in school, and relationships with friends and family members. -www.dosomething.org/
- About 1 in 3 U.S. teens ages 14 to 20 have been victims of dating violence. - www2.ed.gov
- Nearly 20% of teenage girls said they had been victims of violent sexual behavior. -www.dlawgroup.com
- 57% of high school girls reported experiencing "persistent feelings of sadness or hopelessness in the past year. -www.pbs.org/newshour
- Girls are about twice as likely as boys to be victims and perpetrators of cyberbullying. -annapolis.gov

#### Back to Basics

Our program allows teens to explore different topics to discover, Who Am I? Where Am I Going? How Am I Going To Get There?

Girls will learn the basic fundamentals of home economics, etiquette, age-appropriate fashion, financial literacy, and much more. These topics are discussed at our monthly workshops which run from September to the end of April each year.

Throughout the year the girls will also participate in a variety of other activities such as career shadowing, community outreach projects, and other outings.

##### Who AM I?

Consists of self-assessments and exercises to better understand who they are with written essays about their discoveries.

##### Where AM I GOING?

Allow teen-aged girls to learn how to identify their passion and participate in a Career Research Project.

##### How AM I GOING TO GET THERE?

Provides educational training which gives them the tools to reach their goals.

# Work Examples

## Logos

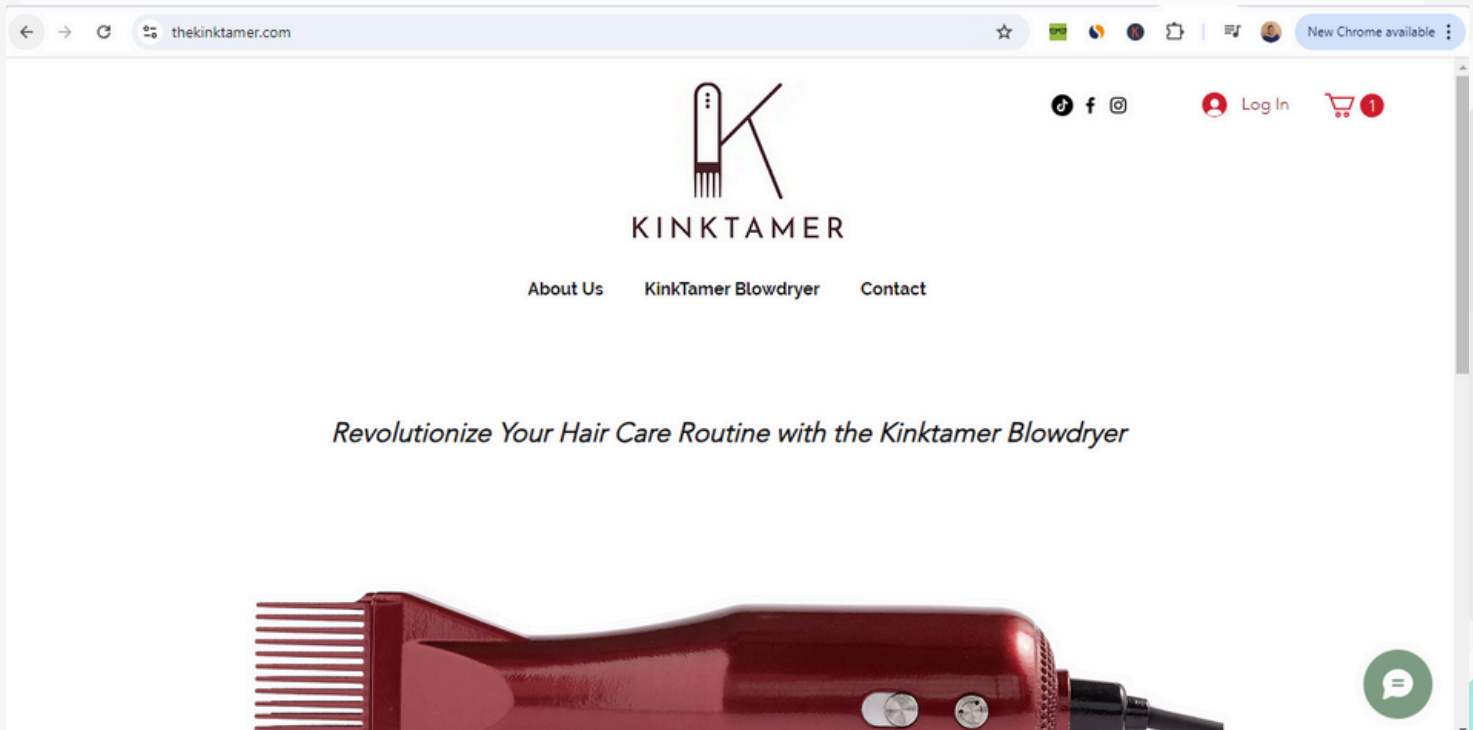
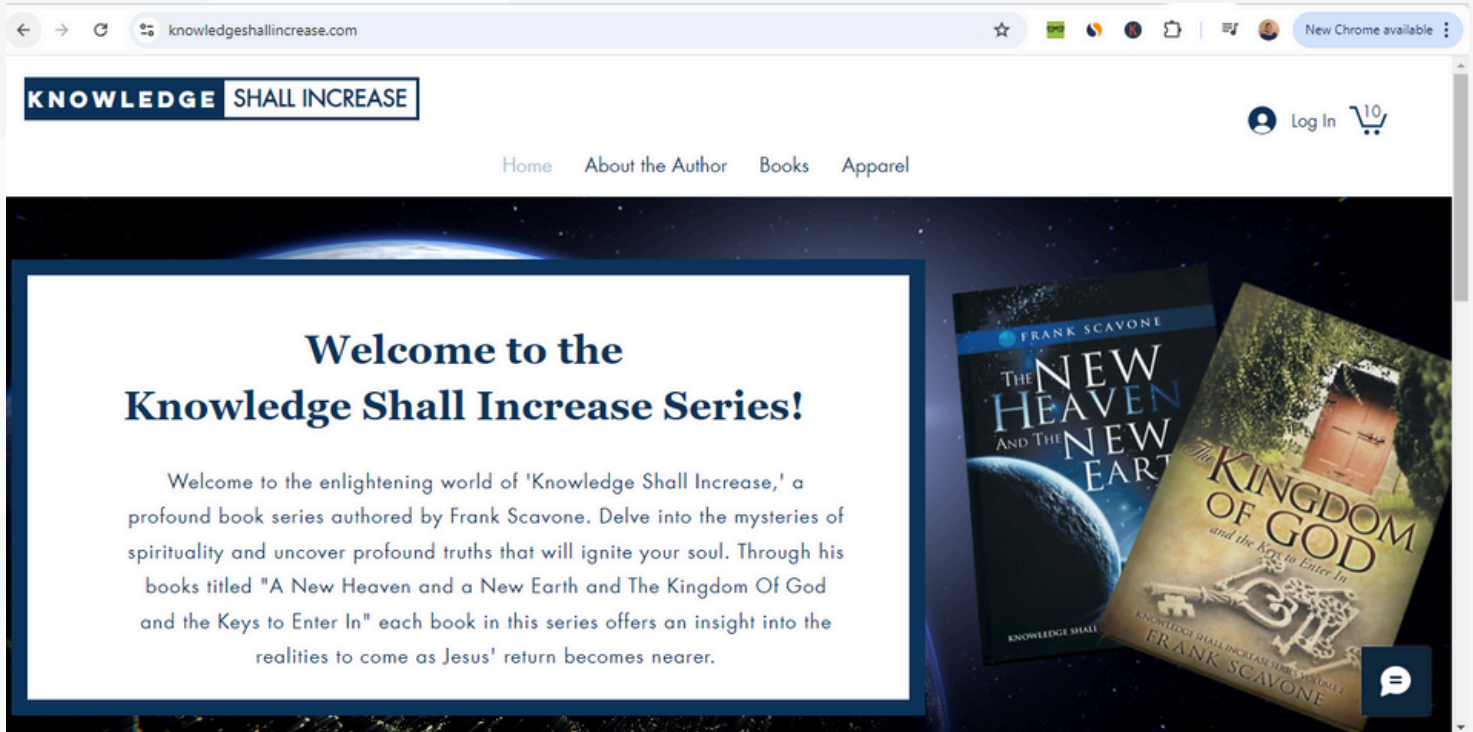


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# Work Examples

## Website Builds





# Testimonials



Vanessa C.

Inventor & Beauty Salon Owner

"My experience with this company was not only professional but all of the products/items were delivered in a timely way. EMK worked very closely with me to develop the ideas that until I met with them were only an idea. A very trustworthy vendor. "



College Now Greater Cleveland

College Advisor

"Erika was amazing to work with. She designed amazing Stoles for my 8th Graders and they looked so distinguished at their Promotion Ceremony. "



Valerie W.

Small Business Owner and Founder of teen girls organization

"EMK Business Solutions has been a great asset to my business. I have a teen girls organization(TeensWithPurpose). If it wasn't for EMK Business Solutions I would not be able to run my business successfully. I highly recommend EMK Business Solutions. They keep me on track."



# Let's Get Started!

In today's fast-paced business environment, we understand the challenges of managing multiple tasks, tight deadlines, and the need for exceptional productivity. We are dedicated to lightening your workload, enhancing your productivity, and enabling you to focus on the core aspects of your business that truly drive growth.

When you work with EMK Business Solutions, you can expect:

- Diligent attention to detail and a commitment to exceeding your expectations.
- Timely and reliable service that aligns with your business objectives.
- Flexibility to scale our services as your business grows.
- A trusted partner who is invested in your success.

[SCHEDULE A DISCOVERY CALL](#)

Thank you so much for taking the time to view our services. Please don't hesitate to contact us with any questions you may have. We look forward to working with you soon.



[contact@emkbusinesssolutions.com](mailto:contact@emkbusinesssolutions.com)

[www.emkbusinesssolutions.com](http://www.emkbusinesssolutions.com)

Cell: (440) 212-6872

