

BLAINE

Creative Resource Management Solutions



SERVICE BROCHURE 2025

BLAINE.



CRM SOLUTIONS

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Systems Familiar with but not limited to

Hi, I'm Angelica Stevenson, I have 5+ years combined experience with CRM Systems, Administration and EA/Operational duties across different industries namely: Publishing, IT Communications, Sustainability and the Built Environment and Pharmaceuticals.

My experience and therefore, services include setting up CRM Systems on you and your company's preferred platform whether it be one of the key platforms listed above or one that you would like me to familiarise myself with ahead of site visit.

My work can be carried out remotely or on your site, whichever is to your preference.

Please see my service list on the next page.



CRM

- Company CRM Setup
- CRM Maintenance
- Basic CRM Training for staff
- XERO and Sales CRM Integration
- Existing CRM fixes / maintenance and management
- Shopify set up
- Existing Shopify maintenance system management

Marketing and Social Media

- Company Content Design
- Social Media Post Design
- Logo Design
- Canva Brand Kit Creation
- Marketing and Social Media Strategy Plan, with measurable targets for success on delivery.
- Digital Marketing outreach campaigns.
- Website set-up (WIX and Go-Daddy)
- Shopify Set-up, Assistance and Maintenance
- General Clerical E/A Administrative
- Marketing Assistance / Admin

EA / Clerical

- Document Editing, Writing, Collation and Information pack preparation.
- Event Planning, Travel / General Booking Assistance.
- Official letter, Bids and Tender writing (NDA provided), Article and blog writing, copy writing and proof-reading.
- Any general EA services you may be missing and want undertaking based on demand.

For any projects that you feel to be in the same remit as the above services please don't hesitate to discuss the assistance you may need on your project.



FOR A QUOTE: GET IN TOUCH!

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