



ARE YOU A SMALL BUSINESS OWNER/ EXECUTIVE?

About Us

Introducing The Virtual Umbrella

With over 19 years of executive administrative experience across the corporate, private, medical, therapy, real estate, and government sectors, we offer customized support to drive your business's success—whether on a part-time or full-time basis.

We're not an agency; we are a dedicated team of two business owners supported by two sophisticated professionals from Toronto. These experienced women have transitioned from traditional 9-to-5 roles to bring their expertise directly to your business, ensuring smooth and efficient operations.

What sets us apart:

- **Three Assistants per Engagement:** This unique approach ensures seamless collaboration and enhanced productivity.
- **Comprehensive Coverage:** We handle sick leave, maternity leave, and vacations, so your business remains uninterrupted.
- **Cost-Effective Model:** Our structure allows us to lower your usual monthly staffing costs while maintaining exceptional service quality.

We would be delighted to meet in person to discuss how we can support your business.

Why Choose Us?



Feeling overwhelmed from juggling too many roles in your business? Let us lighten the load. At **The Virtual Umbrella**, we step in to relieve you of those extra responsibilities, replacing them with our expert virtual support.

We manage everything—from back-end operations to front-end administrative tasks—so you can focus on being the leader your company needs. Take a deep breath, and let our team handle the details while you concentrate on growth and success.



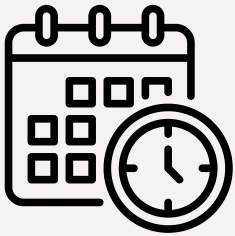
Overview

Since our inception seven years ago, we have refined our expertise, managing everything from calendars and schedules, to building and nurturing client relationships. We recognize that effective communication and engagement are vital to any thriving business. Our services include seamless onboarding for new clients, ensuring they feel welcomed and informed from the very first interaction.

Beyond our core offerings, we proactively identify potential challenges and obstacles within your business. By anticipating these issues, we can implement solutions before they arise, allowing your operations to flow effortlessly.

With extensive experience and a steadfast commitment to excellence, **The Virtual Umbrella** is a valuable partner for your business. We are here to support you at every stage. Let us streamline your operations and help propel your business forward with efficiency and confidence.

Calendar Management



We provide comprehensive calendar management service tailored to optimize your time and enhance productivity.

From scheduling meetings, managing invitations, and resolving conflicts, we handle every detail, allowing you to focus on what's most important—attending your appointments and reaching your objectives.



Email Management

We offer professional email management services, including sorting, prioritizing messages, and communicating on your behalf.

By entrusting this responsibility to a skilled virtual assistant, you'll gain valuable time to focus on the most important aspects of your business and personal life.

Our objective is to provide each client with peace of mind, empowering you to achieve greater success and productivity without the distraction of an overloaded inbox.

Social Media or Websites

Looking to make your business stand out?

Wondering how to rise above the competition?

At **The Virtual Umbrella**, we specialize in boosting your brand's visibility with a powerful social media presence and bringing your big ideas to life.

Our services include:

- New Website Design
- Website Redesigns
- Ongoing Website Maintenance

Let us handle the details so you can focus on what matters most—growing your business!



SEO & Social Media Marketing

How SEO & Social Media Marketing Can Elevate Your Business

In today's digital world, having a strong online presence is no longer optional—it's essential. Whether you're a small business, a growing brand, or an established company, SEO and social media marketing can make all the difference in reaching your ideal customers.

Why SEO Matters 🚀

Search Engine Optimization (SEO) helps your website rank higher on Google, making it easier for potential clients to find you. A well-optimized site means more traffic, more leads, and more conversions—without spending a fortune on ads.

Social Media: Your Brand's Voice 📱

Your customers are on social media—are you? Platforms like Instagram, Facebook, and LinkedIn allow businesses to engage with their audience, build trust, and drive sales. A strategic social media plan keeps your brand top-of-mind and helps turn followers into loyal customers.

The Winning Combination

When SEO and social media marketing work together, your business benefits from:

- ✓ Increased visibility online
- ✓ Better engagement with your audience
- ✓ Higher conversion rates and customer loyalty



Strategic Research Support for CEOs

How The Virtual Umbrella Delivers Actionable Insights

The Virtual Umbrella is also known for providing top-tier research assistance to **CEOs**, helping them stay informed and make strategic decisions with confidence.

Our team specializes in conducting market research, competitor analysis, and tracking industry trends to deliver valuable insights. We assist in preparing reports, presentations, and briefings, ensuring CEOs are well-equipped for meetings, negotiations, and business planning.

Additionally, we streamline information management by organizing data, summarizing findings, and offering actionable recommendations to enhance efficiency and support business growth.



Intake Coordinator Therapy & Psychotherapy

We specialize in intake coordination for psychotherapy practices, providing a seamless onboarding experience for both therapists and clients. Our comprehensive services include:

- **Initial Client Contact:** We serve as the first point of contact, answering inquiries, explaining services, and addressing concerns to ensure clients feel comfortable beginning treatment.
- **Pre-Screening and Matching:** Our team conducts preliminary assessments to match clients with the most suitable therapist based on their unique needs and goals.
- **Appointment Scheduling:** We handle the scheduling of initial intake sessions and consultations, relieving therapists of this administrative burden and ensuring a smooth, timely process.
- **Paperwork and Documentation:** From consent and confidentiality agreements to intake forms and insurance documentation, we manage all required paperwork accurately and efficiently.
- **Insurance Verification:** We verify client insurance coverage, co-pays, and benefits, streamlining billing and clarifying financial responsibilities upfront.
- **Ongoing Support:** Post-intake, we continue to provide support through appointment reminders and follow-ups, helping clients feel supported and therapists stay organized.

By entrusting your intake coordination to us, you streamline administrative tasks and ensure a professional, welcoming experience for clients. We are dedicated to supporting your success and your client's well-being. Let us manage the details so you can focus on making a difference.



FOUNDER



"Creativity is intelligence having fun."

ALBERT EINSTEIN

Nicole Sebastian founded The Virtual Umbrella seven years ago after realizing that supporting multiple CEOs under a single salary wasn't the path she envisioned. She wondered—why not leverage her skills to help multiple clients from home? Having previously worked remotely, Nicole saw the potential to turn this vision into reality, and that's when The Virtual Umbrella was born.

Nicole has built an established company grounded in her extensive administrative expertise. With over 15 years of experience across corporate and government sectors, she brings a wealth of knowledge and a diverse skill set to The Virtual Umbrella. Nicole is committed to ensuring her clients' days run smoothly and productively, leaving them with a sense of accomplishment and satisfaction at the end of each day.

THANK YOU



CONTACT US

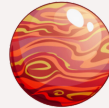
www.thevirtualumbrella.com

info@thevirtualumbrella.com

416-317-4089

Our Office
120 East Beaver Creek Road
Richmond Hill
L4B 4V1

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FREE WEBINAR

3 KEY SECRET OF SELLING A HOME WHEN YOU ARE GETTING DIVORCE

WITH

Stephanie Graham Lyda

DECEMBER 11, 2021 @ 11:00 AM EST



LISA HICKS
& the Neurodivergent Support Squad



THE VIRTUAL UMBRELLA
HELPS BUSINESSES, BIG OR
SMALL!



Thrive

AGILE LEGAL
SOLUTIONS

HELPING REALTORS STAY ORGANIZED & SELL MORE HOMES!

As a dedicated real estate assistant, I provide seamless support to realtors across the world, handling the essential administrative and marketing tasks that keep your business running smoothly. From managing emails, scheduling client appointments, and coordinating showings to updating MLS listings, preparing contracts, and creating engaging marketing content, I take care of the details so you can focus on closing deals and building client relationships.

With expertise in transaction coordination, lead follow-ups, and social media marketing, I ensure that no opportunity is missed. Whether you need help with listing management, database organization, or preparing for open houses, I offer reliable, proactive assistance tailored to your workflow. Let's streamline your operations and elevate your real estate business to the next level! 🚀🏡

CALL US
416 317 4089