

KMELL EXECUTIVE SOLUTIONS

Volume 1 / Issue 1

UPCOMING EVENTS

Saturday, June 14th - Juneteenth Celebration

12 pm – 5pm at Office Lofts in
Solon, Ohio

Saturday, June 28th –

Gear Up & Glow Up Career Readiness Workshop

12 pm – 5 pm at Office Lofts in
Solon, Ohio

Urban Professionals
Network Meet the First
Thursday of each month at
6:30 pm



Hosted by the Urban Professionals
Network

WHY HIRE A VIRTUAL ASSISTANT?

Hiring a virtual assistant can be more cost-effective than hiring a full-time employee. Virtual assistants work as independent contractors, meaning they don't receive benefits, and you don't have to pay payroll taxes or offer things like paid time off. You only pay for the specific work they do, and their hourly rates are generally lower than those of full-time employees.

Here is a more detailed breakdown of cost savings:

- **No Benefits:**

You don't have to cover expenses like health insurance, retirement plans, or paid time off, which can be significant for full-time employees.

- **Lower Payroll Taxes:**

You don't have to withhold and pay payroll taxes for a virtual assistant, as they handle their own as an independent contractor a 1099 Employee.

- **No Office Space:**

You don't need to provide an office or workspace, equipment, or supplies for a virtual assistant.

- **Flexible Payment Structures:**

You can choose to pay on an hourly, project, or retainer basis, allowing for greater flexibility in your budget.

*“Opting for a virtual assistant can potentially
save your business money”*

WHY NOT SAVE YOUR BUSINESS MONEY ON BENEFITS, TAXES, AND OTHER OVERHEAD COSTS?

We are a Virtual Assistant company who specializes in helping busy professionals and entrepreneurs stay organized, streamline daily tasks, and focus on what truly matters—growing their business



Our Editor in Chief, Karla Mell

Contact Us

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LET IT FLOW

KMell Executive Solutions is a remote virtual assistant business that provides tailored virtual assistant services to streamline business operations, increase productivity, and support the growth of small businesses. I am a Certified Administrative Professional with 30 years of executive administrative experience. A product of the Cleveland Municipal School District and graduate of John Marshal High School Business Program. I earned my Bachelor of Arts degree in Public Relations from the University of Toledo, became a Certified Administrative Professional and Leadership Academy Fellow, attending Cleveland State University. I am also a notary public and a licensed Life and Health Insurance agent in the state of Ohio.

VIRTUAL ASSISTANTS (VAS) CAN BENEFIT A WIDE RANGE OF INDUSTRIES, HERE ARE A FEW I HAVE SUPPORTED:

1. Real Estate - Managing listings, scheduling showings, handling client communication, and CRM updates.
2. Legal Services - Document preparation, appointment scheduling, transcription, and client follow-ups.
3. Consulting & Coaching - Calendar management, invoicing, email triage, and client onboarding.
4. Event Planning – Scheduling, email marketing, flyer distribution, sponsorship requests, contract negotiating, vendor management.

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