

Foxtail Admin Solutions

PORTFOLIO

Let us handle the complexities, so you can focus on growing your business and doing the things you love.



About us

Foxtail Admin Solutions is your dedicated partner in optimizing business operations. We specialize in streamlining backend processes, crafting efficient systems, and providing expert administrative support.



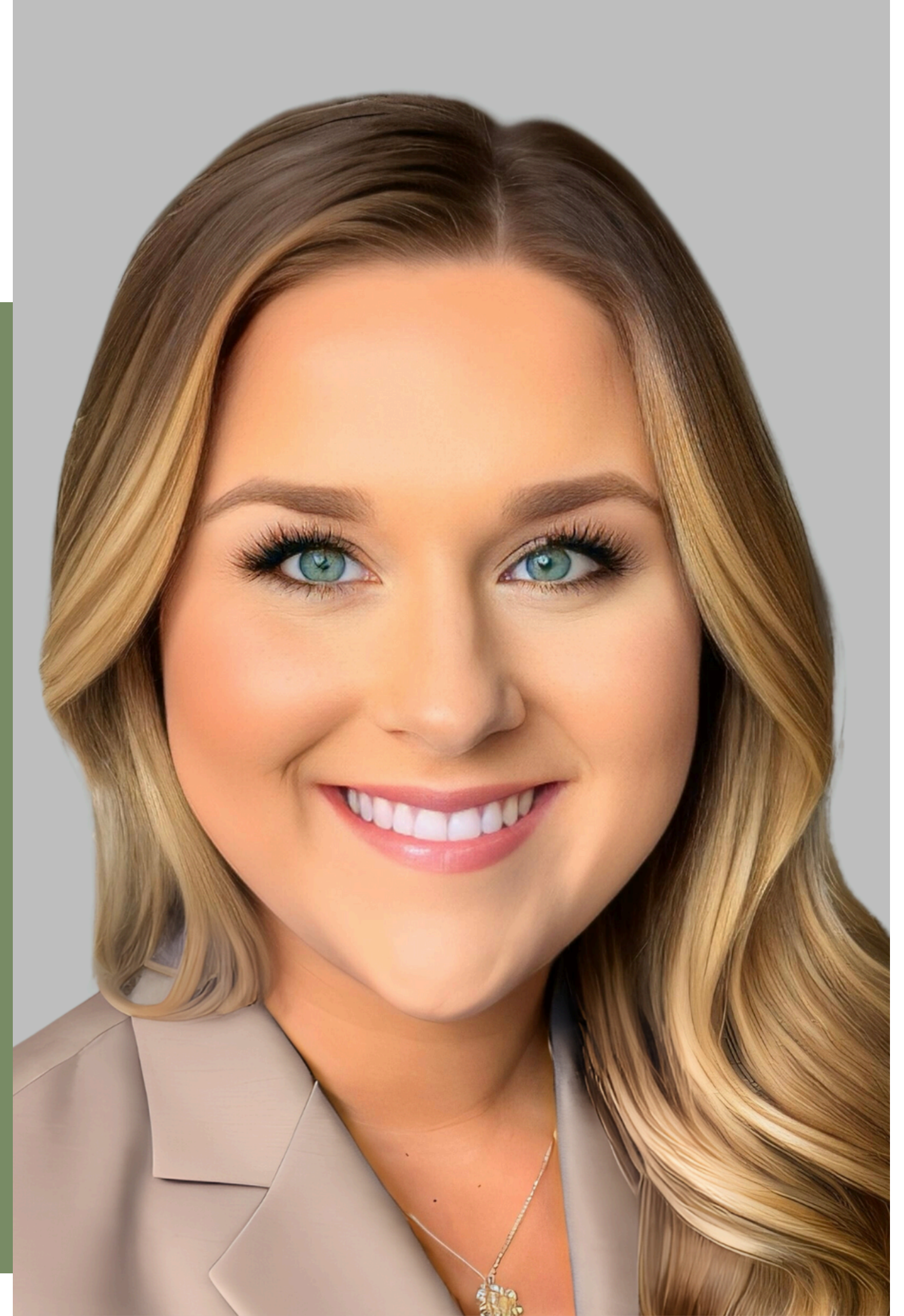
About me

SIERRA

DIRECTOR OF BUSINESS DEVELOPMENT
& OPERATIONS

I started Foxtail doing contract work for small businesses and fell in love with the admin side. I want to be the person you turn to when you don't know where to start.

I've worked with real estate agents, tradesmen, wholesalers, and more, taking on what you don't want to do so you can focus on growing your business.





CONTACT INFORMATION

Sierra@foxtailadminsolutions.com

623-810-7326

FoxtailAdminSolutions.com



Our Most Requested Services

Think of this as a sneak peek, not the whole menu. Every business has its own quirks and challenges, so our services flex to match. If you scroll through and do not see exactly what you need, don't sweat it. It is probably still something we can tackle together. Let's chat and figure out what your business actually needs.

Admin
Tasks

HR
Consulting

Logo

Business
Cards

Social
Media



ADMINISTRATIVE WORK

- Website Design
- Budgets
- Process Flows
- Email Templates
- Google My Business Set up
- Flyers
- Invoicing
- Reporting
- Audits
- Scheduling
- Meeting Planning
- Note Taking
- Document Organization
- Policy Writing
- Itineraries
- Travel Planning
- Anything else a business owner needs

HR Consulting



Talent
Acquisition &
Recruiting

Employee
Relations

Strategic
Workforce
Planning

Employee &
Management
Development
Training

Policy
Writing

HR Consulting

Not all small businesses can afford a full-time HR employee.

Which is **exactly** why Foxtail is here!

If you have an open position, an employee relation issue, workforce planning, development training, or policy writing we got you covered!

Depending on your business needs, we can put together a package.

LOGOS





HORIZONTAL



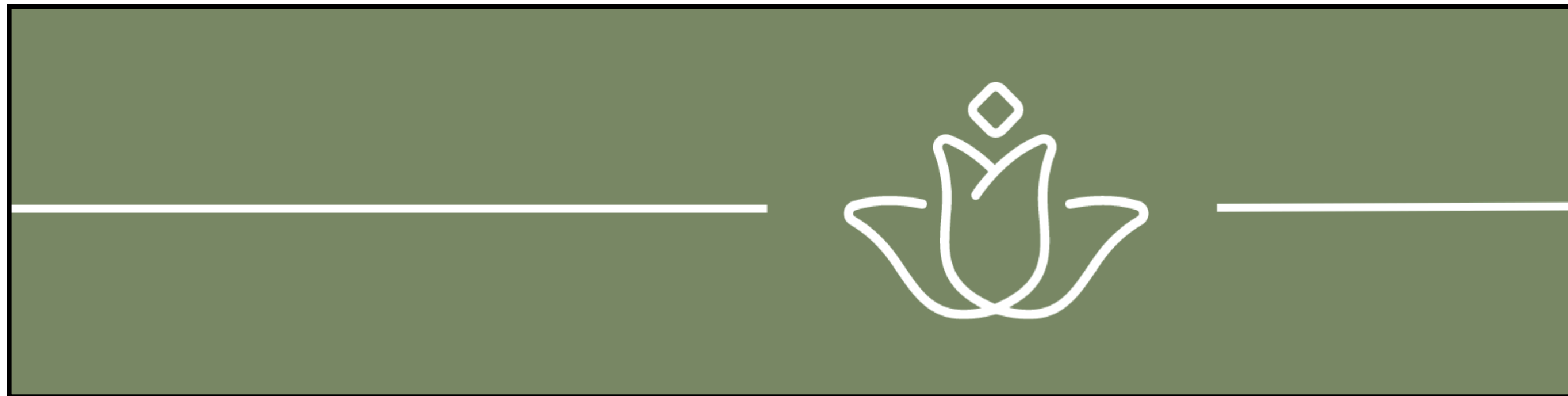
VERTICAL



LOGOMARK



WORDMARK



BANNER

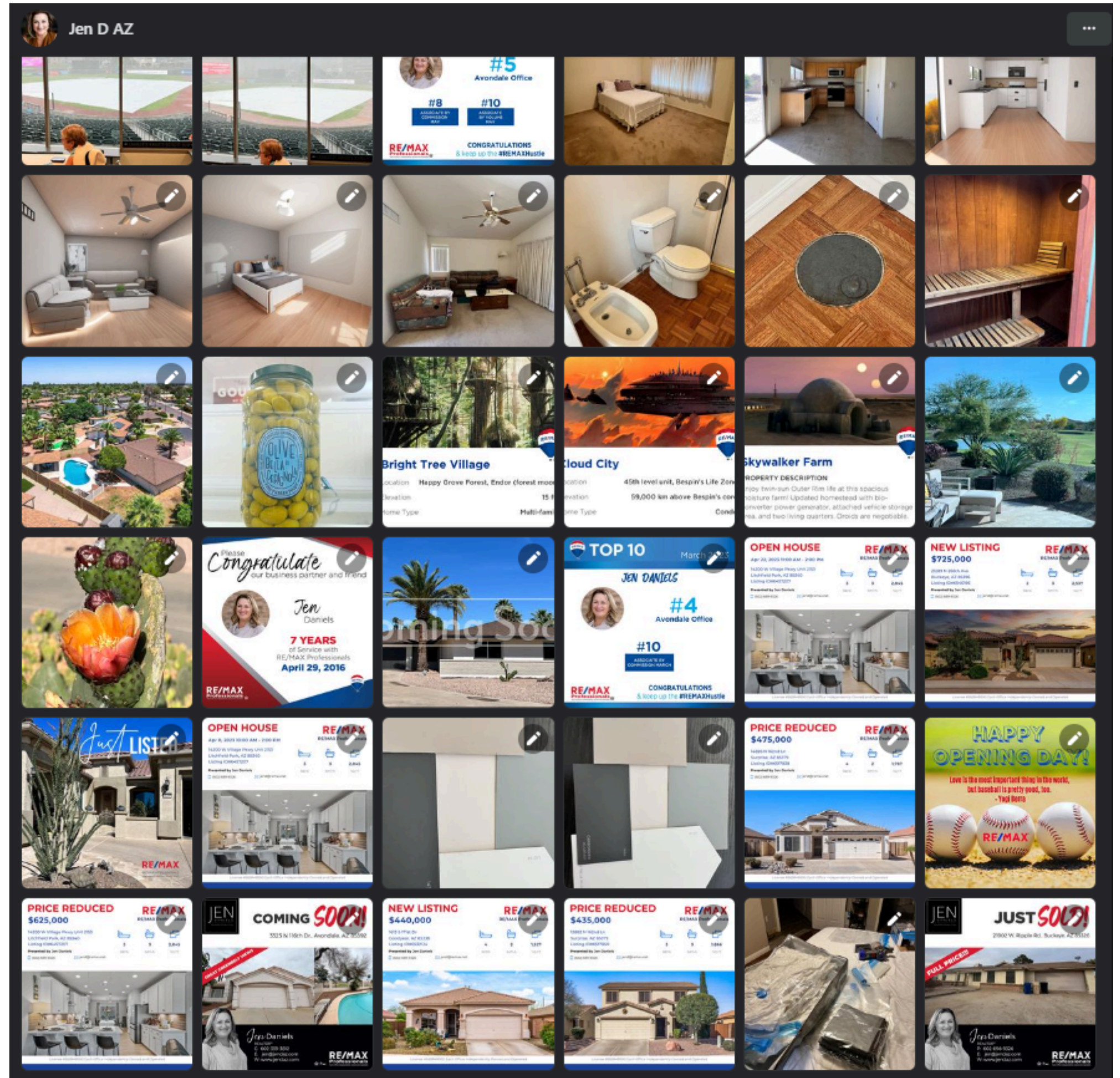
BUSINESS CARDS



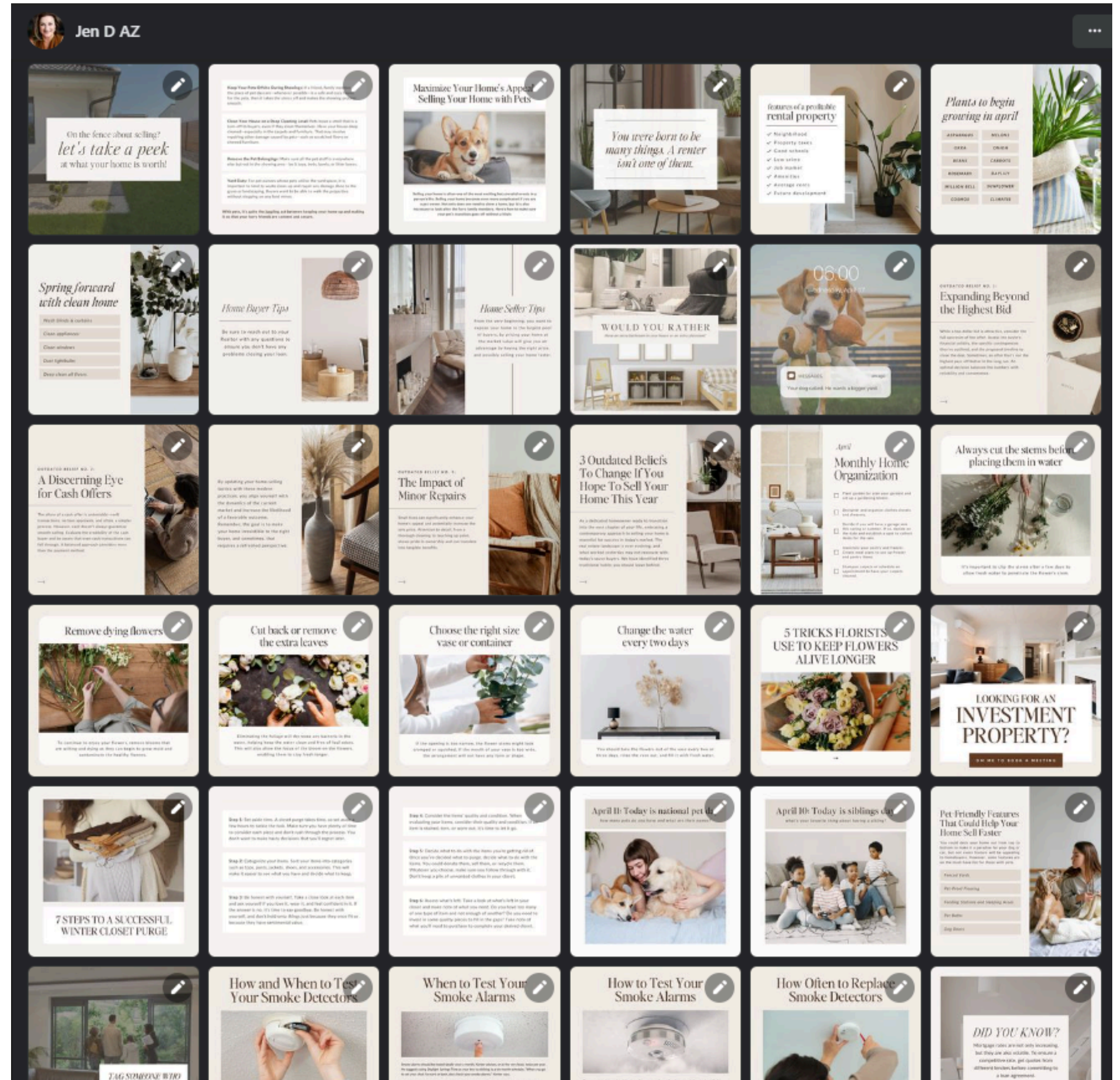
SOCIAL MEDIA MANAGEMENT



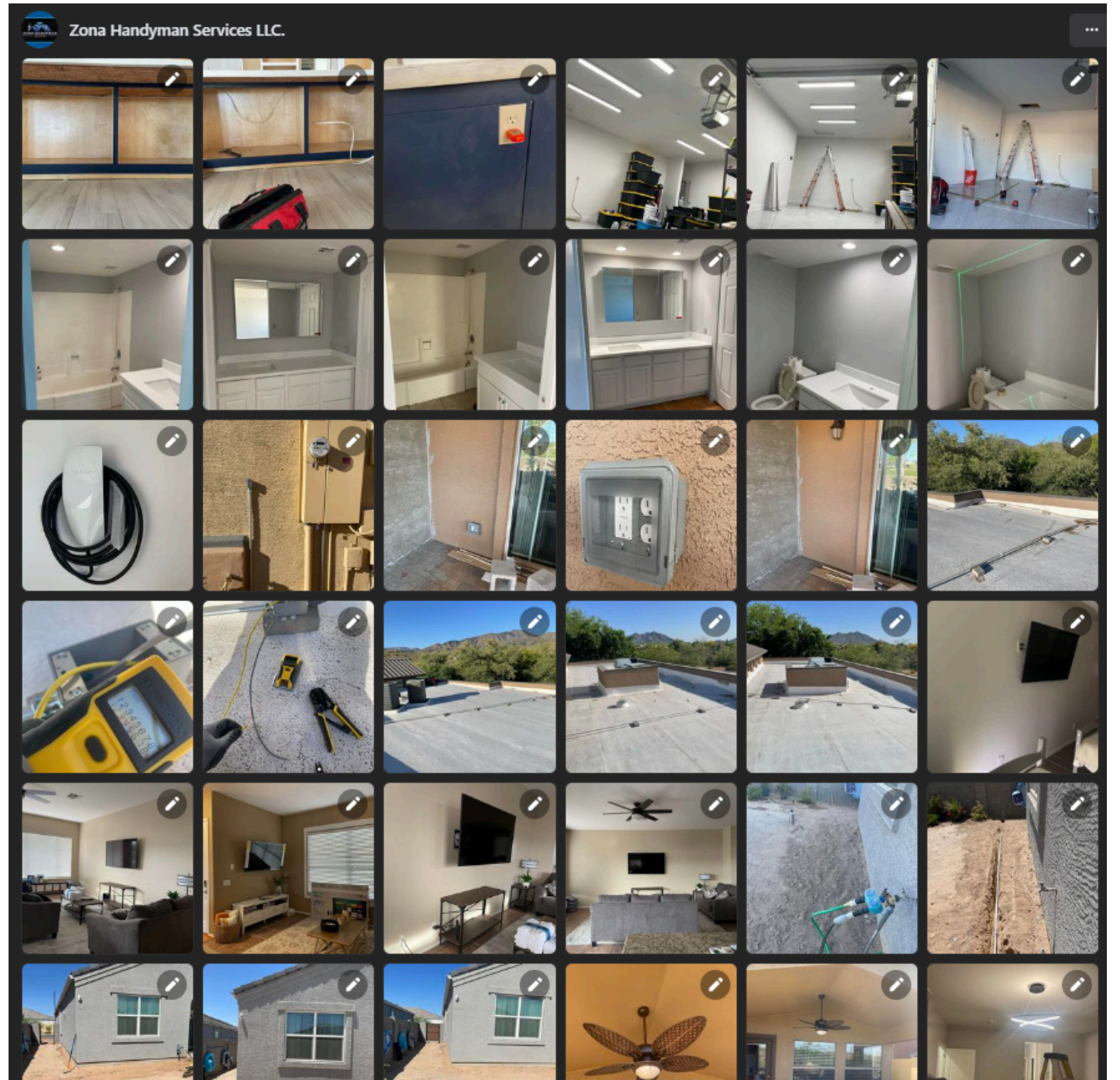
BEFORE



AFTER



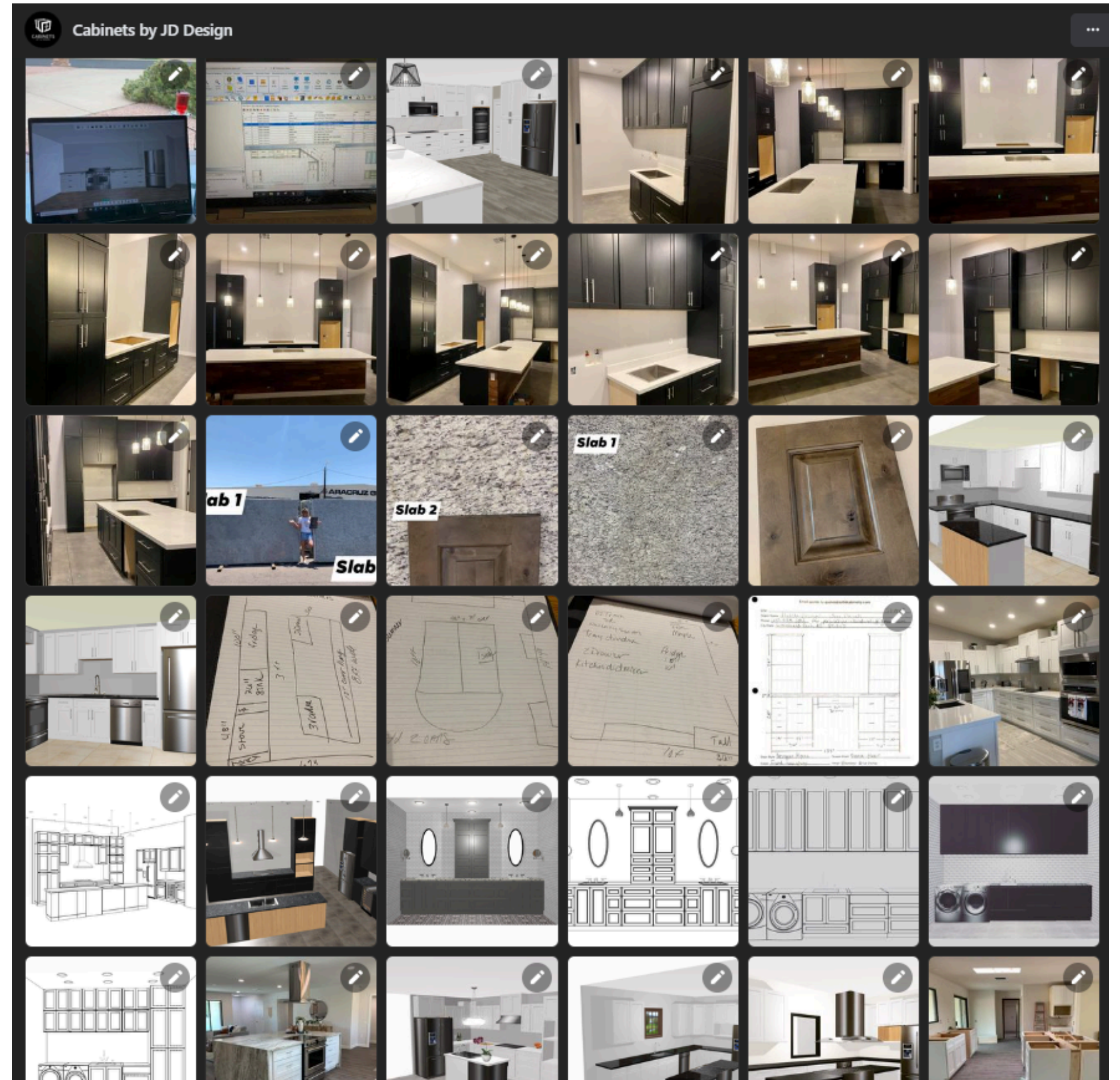
BEFORE



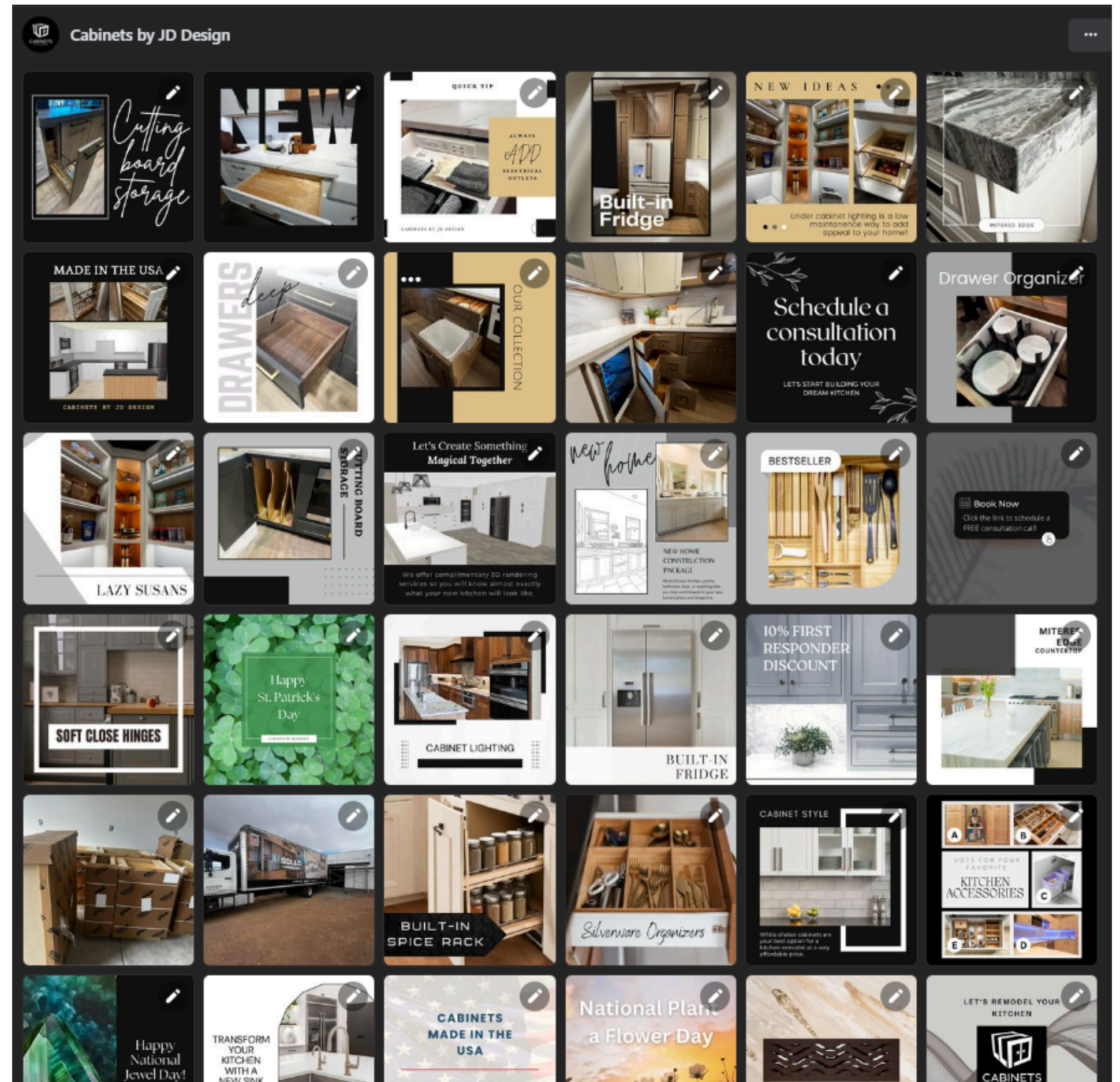
AFTER



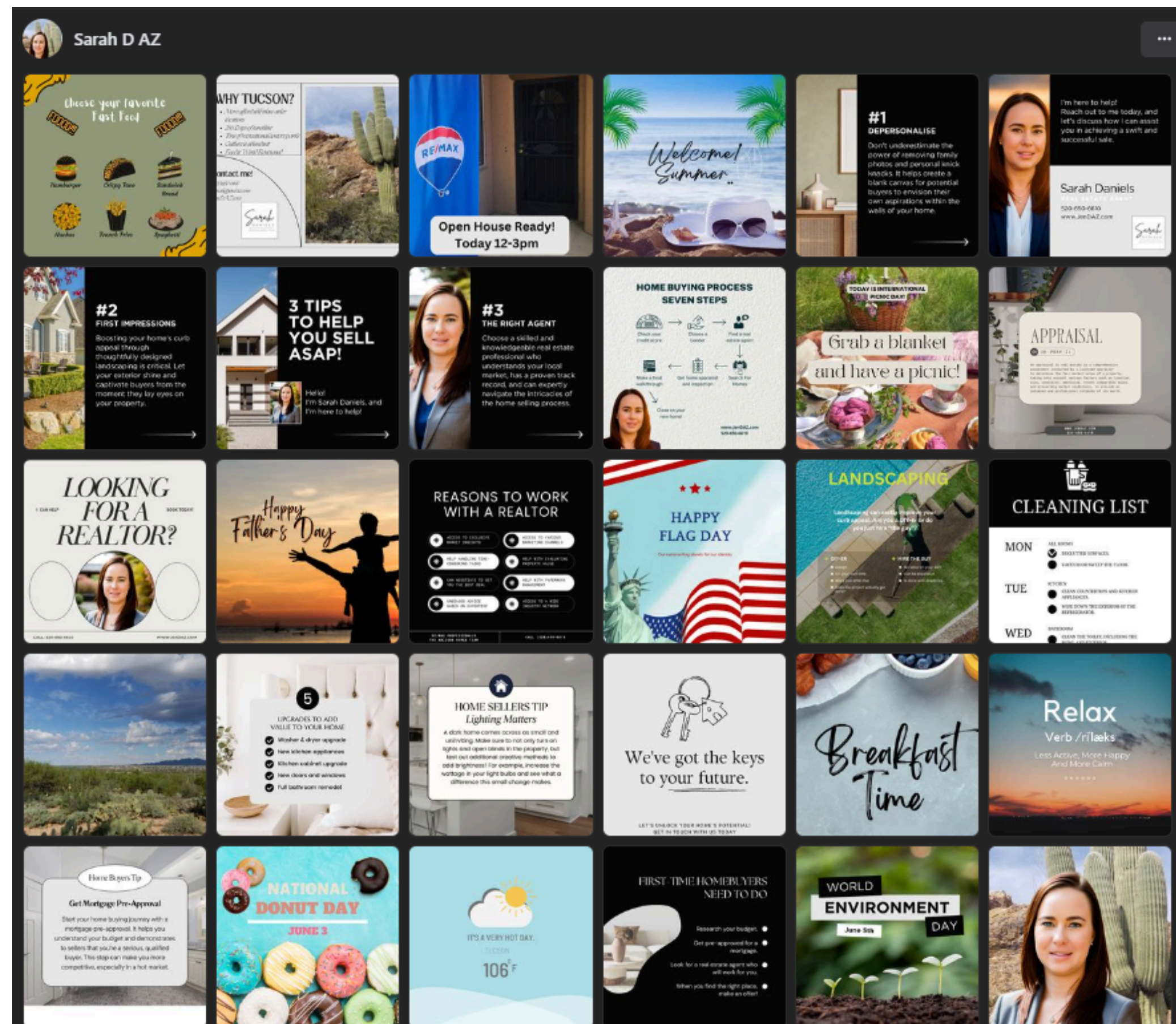
BEFORE



AFTER



BEFORE



AFTER

