



Ellen Rose

Owner, Operator

CompassRoseVirtual.com

[Book a free discovery call today](#)

ABOUT ME

A city-person happily living in the country, I am equally at home navigating busy streets or disappearing into the mountains for long-distance hikes. That mix says a lot about how I approach my work: I thrive in fast-paced environments, and value preparation, endurance, and steady, purposeful progress.

Over the past two decades, I've built my career in administrative and project management, supporting both for-profit and nonprofit organizations in the U.S. and abroad. My work has centered on bringing order to moving parts and managing details that keep operations running smoothly. Now, I bring that same balance to busy professionals who need a dependable partner to keep things organized, on track, and moving forward.

VIRTUAL BUSINESS SUPPORT

Compass Rose Virtual Support

HOW I CAN HELP

I support busy professionals by managing their projects, administrative operations, and day-to-day priorities to keep their initiatives moving forward.

WAYS I CAN HELP

PROJECT MANAGEMENT

- Develop project plans and scopes
- Organize tasks
- Track progress

ADMINISTRATIVE SUPPORT

- Maintain documentation
- Day-to-day management coordination

HUMAN RESOURCES

- Coordinate recruiting and interviews
- Facilitate onboarding

RESEARCH

- Conduct focused research
- Prepare information summaries

CREATIVE AND VISUAL DESIGN

- Design presentations, simple graphics and document layouts

BESPOKE SUPPORT

- Customized support to meet your needs

BOOK A FREE DISCOVERY CALL

[Click here to schedule](#) a **free 30-minute call** to chat about how my support can help.

Prefer email? CompassRoseVirtual@gmail.com