



Willow V.A.

Flexible. Dependable.

Always by your side.

ABOUT WILLOW V.A.



With over 15 years of professional and voluntary experience across various sectors, I bring a wealth of knowledge and adaptable management styles to suit almost any dynamic.

As a Virtual Assistant, I specialize in HR processes, business governance, and event management (both online and in person) alongside all the essential duties of an Executive Assistant.

Partnering with me allows you to delegate the crucial yet routine tasks of running a business, giving you the freedom to concentrate on innovation and success.

Whether you need support for a specific project or a longer-term arrangement without committing to a permanent staff member, I bring a conscientious approach and unwavering dedication to every task.



SERVICES

- Administrative Tasks
- Finance and Expense Support
- Strategic Support
- Project Management
- Event Coordination
- HR Processes

If you need support, whether for a few hours or a few months, get in touch to book a call. Let's discuss your requirements and explore how I can add value to your business.



Contact Me



<https://www.linkedin.com/in/elizabet-h-walker-5866b1b6/>



willowvassistance@gmail.com



+44 7414 618 245