



Virtually Debbie

Your Virtual Strategic Business Partner

Portfolio

Welcome & About

Welcome to Virtually Debbie!

My name is Debbie Mitten and I provide online strategic business support for freelancers and solopreneurs, helping them focus on growth by prioritizing, planning, and taking consistent action.

My expertise includes business systems, social media strategy, and operational support for new entrepreneurs.

[PROFESSIONAL BIOGRAPHY LINK](#)



Virtually Debbie



I love photography



←---My biz



A little bit more about me



I play guitar



I love to paint



My old band ---->

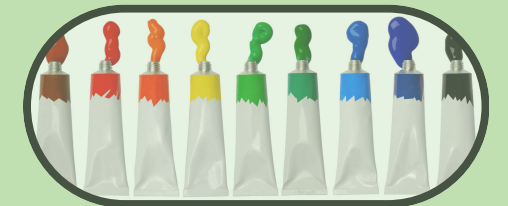


Reflex

Corporate Deb



My idol...Karen Walker - LOL!



My YouTube Project



I write and record music



Vintage Style Lover



Total Dork



I sing

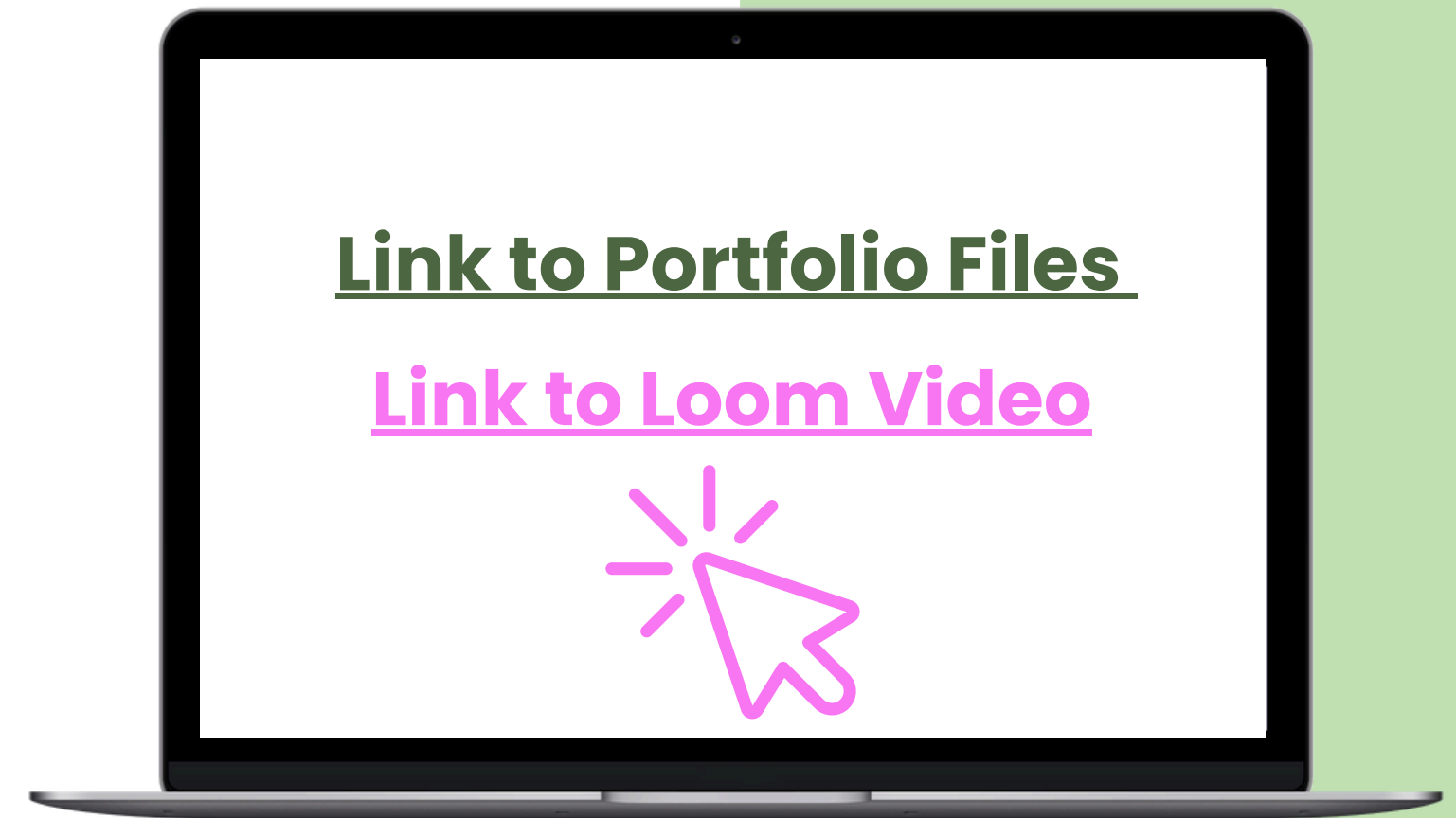
Project Management

Lead Magnet Funnel with Upsell

Project Goal: To create a lead magnet funnel with a free guide to attract leads and upsell a \$37 mini-course, increasing lead generation and automating sales.

My Role: Developed the funnel structure, designed landing and thank-you pages, and set up email automation for a seamless customer experience.

Results & Highlights: Showcased expertise in funnel creation with an optimized lead capture process and a clear upsell strategy.



Click on the image above to view a quick video walkthrough of this project.



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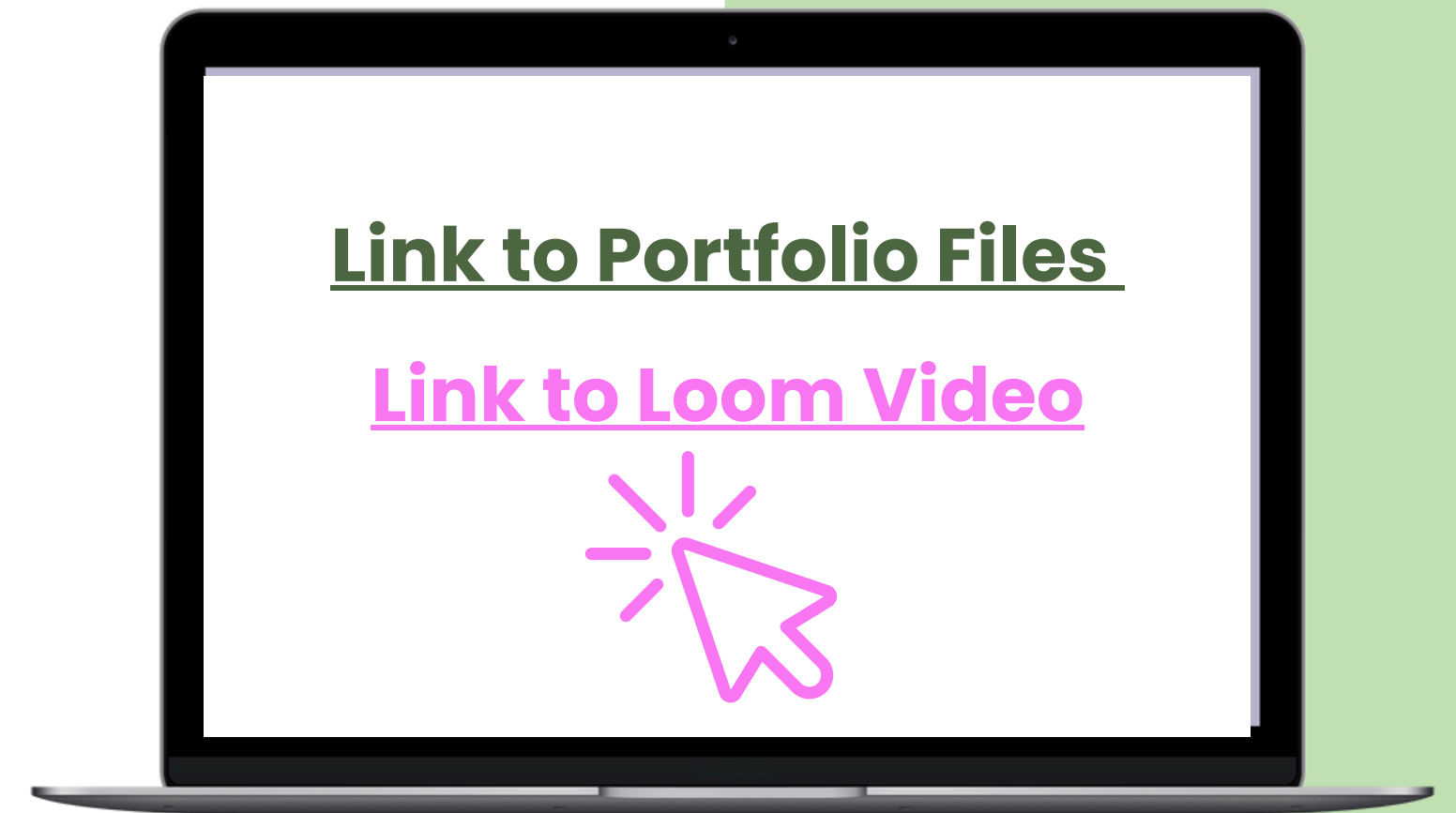
Team Management

Hire a New Virtual Assistant

Project Goal: To streamline the hiring process and onboard a new virtual assistant for my team, ensuring a perfect fit for the company's needs.

My Role: Managed the entire hiring process, including creating a job brief, crafting the job description, posting on relevant platforms, screening applicants, conducting interviews, and designing a paid trial task for final candidates.

Results & Highlights: Demonstrated expertise in recruitment by developing an efficient hiring strategy, ensuring alignment with company goals, and selecting a top-performing candidate.



Click on the image above to view a quick video walkthrough of this project.



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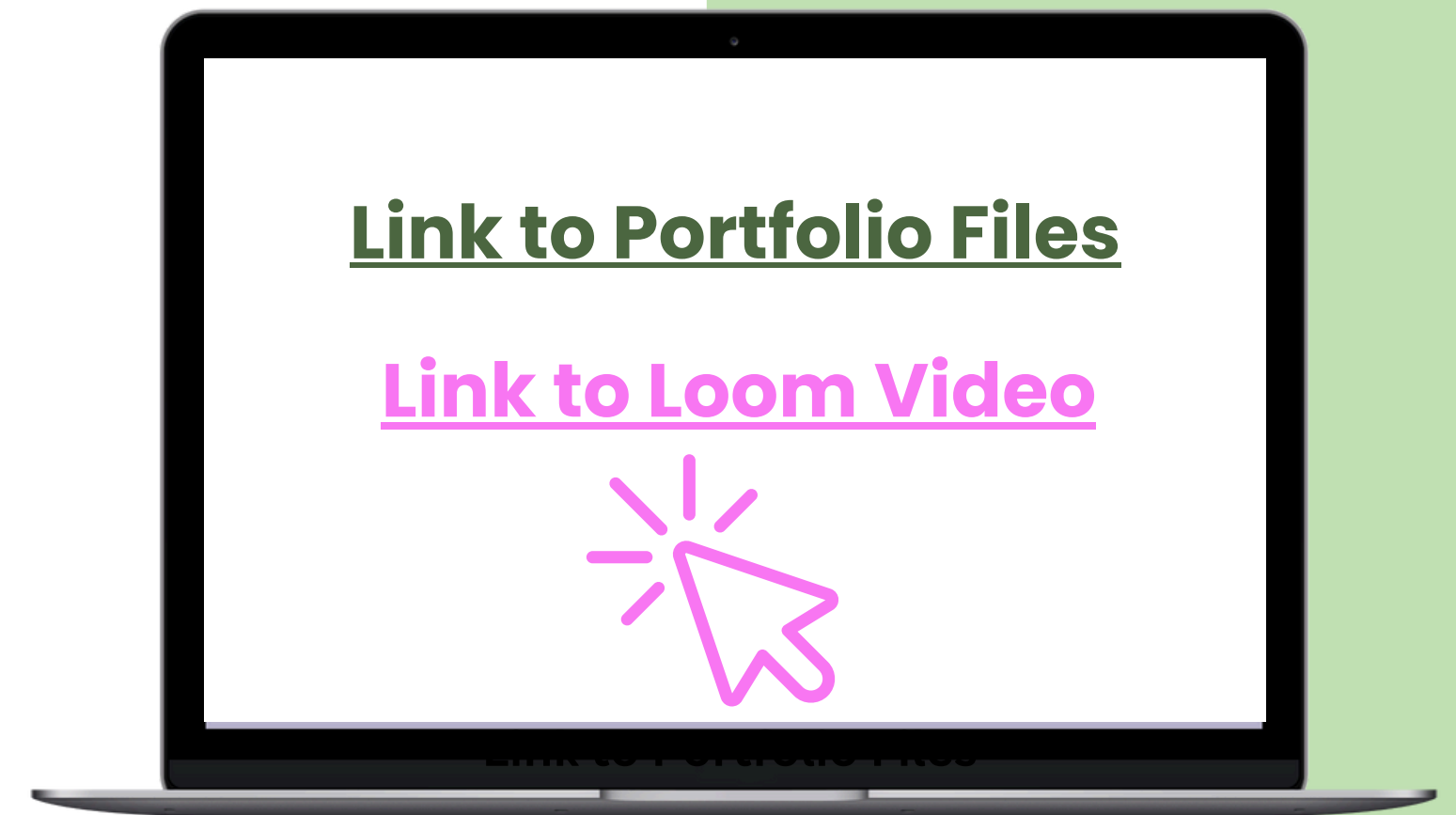
Systems Management

Create CRM System

Project Goal: To design and implement a CRM system with seamless automations to streamline client onboarding, offboarding, and task management.

My Role: Built a custom CRM in Airtable, including onboarding and offboarding workflows, and integrated Zapier automations to connect tools and eliminate manual processes.

Results & Highlights: Showcased expertise in systems management by creating an efficient and user-friendly CRM, automating repetitive tasks, and saving significant time for future operations



Click on the image above to view a quick video walkthrough of this project.



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Packages & Services

Stage One: Starting Out

Kickstart Strategy Session

Starting at \$600 | One-time setup package

Get started with confidence!

In this two-hour session, we'll map out a personalized 90-day roadmap to help you focus on the right priorities from day one.

What's Included:

- A 2-hour strategy session via Zoom.
- A personalized 90-day action plan to help you focus on your goals within 48 hours after our session.
- Expert guidance to help you organize tasks, set priorities, and tackle what's most important.

Foundations and Systems Starter

Starting at \$800 | One-time setup package

Let's build the foundation your business needs!

From setting up tools and workflows to creating a simple website, I'll help you get organized and ready to grow.

What's Included:

- Workflow and tool setup (e.g., project management systems, email platforms, client onboarding).
- Optional: Simple website setup, tailored to your needs (e.g., GoDaddy or Squarespace).
- Personalized recommendations for tools and resources to streamline your operations.



**Click here to book a free 30-minute
consultation call**



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Packages & Services

Stage Two: Gaining Momentum

Social Media Starter Package

Starting at \$600 | One-time setup + guidance session

Start connecting with your audience without the overwhelm!

I'll help you create a simple social media strategy and design your first branded posts.

What's Included:

- A tailored social media strategy to help you connect with your audience.
- Custom Canva templates for branded posts you can use and reuse.
- Profile setup or optimization for up to 2 platforms (e.g., Instagram, Facebook, or LinkedIn).

Ongoing Monthly Business Support

Starting at \$2000/month

Consistent guidance to keep your business moving forward.

I'll support you with strategy, systems, and social media while you focus on growing.

What's Included:

- Monthly 1:1 strategy sessions to map out goals, review progress, and set priorities.
- Ongoing support with organizing workflows, managing tools, and refining systems.
- Social media guidance and planning, including strategy adjustments and content ideas.
- Up to 16 hrs per month



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Packages & Services

Stage Three: Growing with Strategy

Growth Strategy Intensive

Starting at \$1500

Take your business to the next level with this deep-dive strategy session, perfect for entrepreneurs ready to scale and streamline their operations.

What's Included:

- Two in-depth strategy sessions (2 hours each) to explore your goals, operations, and growth potential.
- A detailed, step-by-step action plan for scaling and streamlining your business.
- Guidance on identifying growth opportunities and setting clear priorities to align with your long-term vision.

Time Commitment:

Includes 4 hours of strategy sessions, plus preparation and follow-up to create your action plan.

Perfect For:

Entrepreneurs with a strong foundation who are ready to scale their business, streamline their operations, and focus on sustainable growth.



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Packages & Services

Stand Alone Add-On Services

Essentials Virtual Assistance Support

\$200/month for 5 hours

Affordable Virtual Assistance Support for new business owners!

Get the essential help you need to keep your business on track. Our flexible virtual assistance is designed to support your growing needs.

What's included:

- Up to 5 hours of dedicated virtual assistance per month
- Support with administrative tasks, scheduling, organization, and more
- Flexibility to adapt to your unique business needs

Pick My Brain Coaching Session

\$75 for 30 minutes

Need quick advice or help with a specific challenge?

Book a focused session for tailored solutions you can implement right away.

What's Included:

- 30 minutes of focused brainstorming or problem-solving on a specific challenge.
- Clear, actionable steps you can implement immediately.
- A brief follow-up email summarizing the key points and next steps discussed during our call.



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Next Steps

If you're interested in working with me,
book a free 30 minute discovery call today!



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I can't wait to work with you!