

SERVICES



Administrative

- Calendar Schedule Management
- Email Management
- Travel Coordination
- Meeting Confirmation, Preparation & Notes
- Project Assistance, Research & Reporting
- Event Planning & Coordination



Financial

- Compile & Submit Expense Reports
- Billing Disputes
- Run Memorized Financial Reports
- Send Invoices
- Vendor Management
- Send Invoices



Personal

- Gift Purchases
- Set Personal Appointments
- Vacation Planning
- Send Personal Cards
- Vendor Research



Client, Sales & Operational Support

- Client Intake
- Industry Research
- Project Management Assistance
- CRM Management and Updating
- Report Generation
- SOP Creation/Management