

ARE YOU READY TO GET YOUR TIME BACK?

 *Michelle Storey*
VirtualAssistant

- General business admin
- Social media management
- Bookkeeping and invoicing

SMALL BUSINESS ISSUES

We live in a world which is all go, all of the time. You are running your business, everything seems great, but you aren't quite reaching where you want to be.

You know you should be utilising social media more, following up on the potential clients you have contacted, keeping on top of your invoicing and books, but how do you fit this in alongside delivering your services, the daily hands on work? You feel like your home life is falling behind, you aren't looking after yourself how you'd like, you aren't spending as much time with the family and kids, there's things your missing out on that you feel you have to miss to make it a success.

None of this is true! This is where I come in. I can help transform your business overnight, and give you back your most important asset - TIME!



HOW WILL I DO THIS?



After fifteen years of working in fast paced office environments, working in corporate positions between admin duties, customer services, sales and accounting, I have the skillset to take the weight off your shoulders, give you your time back and transform your business with the areas you need help.

I can offer you all of the below, and more catered to your business:

- Accountability sessions to get you where you need to be independently
- Bookkeeping services
- CRM management
- General admin
- Lead follow up
- Social media management
- Social media strategy and facelift
- Basic website design
- Content production
- Proof reading
- Quotation production

EXPERIENCE AND QUALIFICATIONS



My qualifications list is long and includes a variety of skills, but here is a quick overview of the bits that will interest you:

Level 2 and 3 AAT trained

Member of AAT

Excel for Accountants Advanced Diploma

Personal Assistant Diploma

Foundation Diploma in Art and Design

AML trained and covered by AAT

Qualified in Sage, Xero and Quickbooks

ICO cover

Personal Indemnity Insurance

15 years experience in general admin and

CRM management

3 years experience in sales and follow ups

5 years experience in social media

management

3 years PA experience

Conflict resolution diploma

Work management and HR diploma

SO WHATS NEXT?

So how do we move forward to get you where you need to be? Increasing your business while getting the time back for you to be

let's have a chat! We can have a half hour no obligation chat to see how I can help you, just come with your ideas of what you would like, or if you are a blank canvas that is fine too! Then we can chat through, see where we can help and get you from point A to point B.

More information can be found on my website www.michellestoreyva.co.uk, or if you prefer the social angle you can find me on Facebook and LinkedIn.

let's talk and move forward!

