These Are Examples of Some of the Customized Administrative Services That I've Offered to My Existing Valued Clients:

- **Calendar Organization:** Time blocking, create a day that serves you from start to finish, prioritize critical meetings, events, and your work and leisure time
- **Email Management:** Organizing your inbox, removing spam, unsubscribing from any outdated subscriptions
- **File Management:** Using cloud platforms (Dropbox and Google) and your primary computer's local (C-Drive)
- **Graphic Design:** Basic services. Collaboration on the look and feel of the design you desire using Canva image creation
- **Idea Tracking and Prioritization:** Keep all of your ideas organized and categorized for easy focus and implementation
- **LinkedIn and Alignable Connection Requests:** Build your network and outreach
- **Process Creation and Documentation:** Priority lists, onboarding procedures, office systems, general business checklists
- **Survey Design:** Basic services using Google and Survey Monkey
- **Trello Management Software Support:** Keep your reminders and lists organized, up-to-date, and easy to navigate

Administrative Services Where I Offer Recommendations to My Extended Team:

- Bookkeeping and Invoicing
- Customer Support (cold calling, chat support, remote customer support)
- Digital, Social Media, and E-Mail Marketing and Engagement Services
- Digital Media and Events
- E-Commerce Support and Product Fulfillment
- Human Resources, Recruiting
- Setting Up Appointments
- Technical Support
- Typing and Transcription Services
- Website and Logo Design Services