



# KIMBERLY LOGAN

VIRTUAL ASSISTANT EXTRAORDINAIRE

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## ABOUT ME

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Hi - You can call me Kim! (she/her)  
After spending 20 years in the world of online & small business, I've honed my skills at creating processes that work for people in business instead of the other way around. I am an eagle-eyed error eliminator who is thrilled by a job well done.

When not staring down the minutiae of reports + data, I enjoy reading mystery novels in my hammock + drinking a perfectly brewed cup of high-end tea.

## PLATFORM EXPERIENCE

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- Google Suite
- Microsoft 365
- Slack
- Asana
- Canva
- Hootsuite
- Mailchimp
- Constant Contact
- WordPress
- Zoho
- And more...

## CONTACT ME

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Tell me about your specific needs + let's see if we're a good fit!

☎ 312-343-8490

✉ kimberly\_logan@yahoo.com

## HOW I CAN HELP

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I corral creative chaos into stability and structure so entrepreneurs and small business owners can birth even bigger and better ideas, trusting the minutiae are carefully tended to.

## WHAT I CAN DO

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### Administrative Support

- Email Inbox Management
- Scheduling + Calendar Management
- Customer Service + Client Care
- Data Entry + Research
- Proofreading + Copy Editing
- Invoicing + Payment Tracking
- Booking Travel + Accommodations
- Help Desk Support
- Backend Business Organization
- General Administrative Tasks

### Business Management

- Creation/Optimization of Systems + Workflows
- CRM Management
- Project + Launch Management
- Team Management
- Owner Accountability

### Social Media + Marketing

- Content Organization, Management + Repurposing
- Scheduling + Posting
- Light Graphic Design
- Engagement + Community Management
- Website Updates + Management
- Affiliate Partnership Management

**+ so much more!**