

JK

# HELLO HAPA

your remote partner that manages your basic business needs

*caution: you *might* not be able to live without me*

“

**I JUST LAID OFF A BUNCH  
OF MY TEAM, BUT STILL  
NEED HELP!**

**CAN YOU ANSWER YES TO ANY  
OF THESE STATEMENTS?**

“

**I NEED HELP,  
BUT I DO NOT HAVE  
ENOUGH WORK FOR A  
FULL-TIME EMPLOYEE.**

**CAN YOU ANSWER YES TO ANY  
OF THESE STATEMENTS?**



||

**I DO NOT HAVE ENOUGH CASH  
TO HIRE FULL-TIME SUPPORT  
BUT I NEED IT TO EARN MORE  
SO I CAN INVEST IN MY TEAM.**

**CAN YOU ANSWER YES TO ANY  
OF THESE STATEMENTS?**

||

**I WORK WITH MY FAMILY  
AND I DO NOT WANT TO  
WORK WITH OR MANAGE  
THEM ANYMORE.**

**CAN YOU ANSWER YES TO ANY  
OF THESE STATEMENTS?**





*in basic terms,*

# I GET SH\*T DONE

i offer business services to simplify your life at work. i will become not just your virtual assistant, but your remote business partner as i will improve your overall work performance by managing those day-to-day tasks.

# THE BEST TEAM WINS

*top 4 reasons why this service is a good idea*



## SAVE MONEY

you won't spend as much time or money with us compared to a full-time executive assistant



## INCREASE YOUR ROI

you will be able to dedicate your time on higher-valued tasks while we support you



## WORK/LIFE BALANCE

even though you probably will anyways, you don't have to spend 12 hours in the office



## BETTER MORALE

less stress promotes a better work environment, and more smiles!

i have generated a program with thoughtfulness and, most importantly, experience.

i have executive support, project management, operations and design experience from various industries: hospitality, professional sports, food and beverage, cpg and more!

my core values will make the best support for every boss, and constantly challenge them to be better every day.

# WHY ME?

## AUTHENTIC

no scripts or robots here

## TEAM

when we help others win, we win too

## PROACTIVE

because reactivity just causes everyone stress

## SIMPLE

turning stress into simple and beautiful work

## CARE

caring for people so they will be their best

## CONSISTENT

rely on high quality work performance every time

# HOW IT WORKS



to keep things basic, our program has three simple components:

- 1 **ONBOARDING**
- 2 **THE BASICS**
- 3 **ADD-ONS**  
*\*optional*

# HOW IT WORKS



## 1 ONBOARDING

- execute confidentiality agreement
- complete boss personality quiz, with support recommendations
- integrate and optimize systems
- exchange contact information as you will need to communicate to support each other

# HOW IT WORKS



2

## THE BASICS

- scheduling assistant
- travel coordination
- password management
- organized and secured cloud-based drive
- am & pm task list reminders

# BYO PROGRAM

select up to 5 options



## SOCIAL MEDIA MANAGEMENT

- setup automated posting on up to 3 platforms
- create content calendar
- screen messages and delegate action items
- standardize operations



## WEBSITE MAINTENANCE

- recurring quality checks
- upload any updates



## PURCHASING

- recurring quality checks
- upload any updates



## DATA ANALYTICS

- provide weekly report for online platforms
- summarize and highlight key information
- build 2-5 reports



## DOCUMENT SOPS

- build and document standard sops



## REMOTE PERSONAL ERRANDS



## INVOICING



## INBOUND SALES\*

- streamline inquiries, screen, and delegate



## MEETING MANAGEMENT

- manage tasks from meetings by standardizing tools
  - agendas
  - meeting minutes
  - action item status reports



## PRESENTATION DEVELOPMENT



## MEETING PLANNING\*

- strategically plan events (30 attendees max)



## PEOPLE\*

- process payroll
- create training documents



## EMAIL ORGANIZATION\*

# PRICING

no time limits or credits in this partnership!  
*please inquire if you would like to create your own custom program*



onboarding

**\$499**

one-time fee

*fee waived after 6-month commitment*



the basics

3 months      \$5,000 x 3

6 months      \$4,750 x 6  
*(save \$1,500)*

1 year      \$4,500 x 12  
*(save \$6,000)*



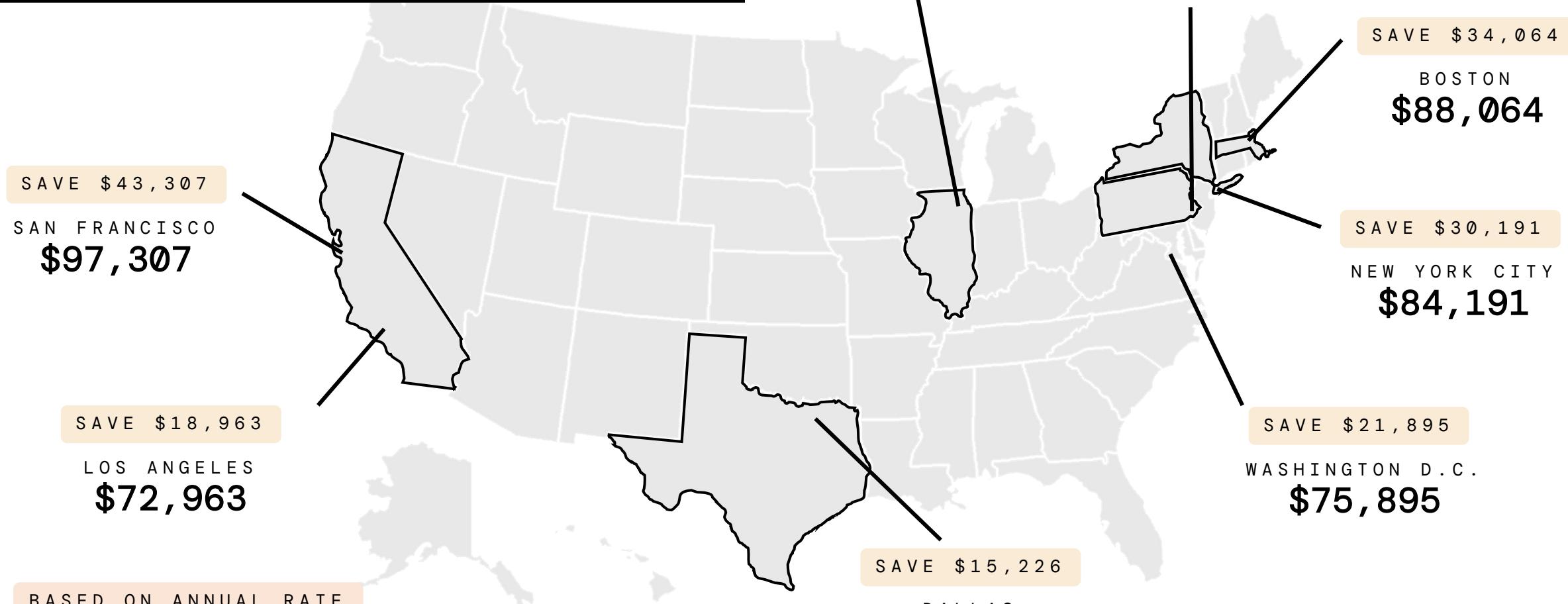
add-ons

**\$750**

per add-on

*\*optional*

# AVERAGE EXECUTIVE ASSISTANT SALARIES IN MAJOR CITIES



BASED ON ANNUAL RATE

\*not including benefits

# **BASICALLY,**

you will save tons of money,

you will look good,

you will improve your productivity,

& you will be taken care of

A handwritten signature in black ink, appearing to read "jeana".

# THANK YOU

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