



More than a virtual assistant. Your Operations Manager.

Most of my clients don't hire me to work through a task list. They hire me to run part of their business. I'm customer facing, I'm part of your team, and I'm accountable for the outcome, so you can get back to the work only you can do.

WHAT I HANDLE FOR YOU

Bookings and scheduling

Calendars and appointments, handled without the email tag.

Invoicing and billing

Invoices sent, payments followed up, books kept tidy.

Support and ticketing

I work your queue in Zendesk, Teamwork, and more.

Event management

Planning, logistics, and follow up so nothing slips.

Marketing support

Content and promotions that stay consistent and on brand.

Project management

Monday.com, Asana, Trello, Notion, whatever fits your team.

WHY I COST MORE THAN A CHEAP OVERSEAS VA, AND WHY IT'S WORTH IT

Native English, your hours

Clear communication with you and your customers. No lost tone, no overnight delays.

Judgment, not just execution

I calm the upset customer and catch the invoice error before you ever see it.

One accountable person

No rotating team. You get me, every time, responsible for the result.

Proactive by default

I bring you solutions instead of waiting for instructions.

Less of your time

A cheaper hire that needs constant direction costs you hours every week. My goal is to cost you almost none.

10 Yrs

with our first client

90%

client retention

100%

of clients expand scope

Zero

negative reviews

EXECUTIVE OPERATIONS

\$1,500/mo

6 month minimum. Prefer to start smaller? The Virtual Assistant Plan is \$600/mo.

**Schedule your free
consultation**

daniellelebaron.com