

For All Your Virtual Assistant Needs

Owner Kaila Renee

#### Who am I?

Hello! My name is Kaila and I'm the owner of Free Spirit Planner. I provide virtual business support for bloggers and entrepreneurs.

I love planning, organizing, and researching but also appreciate my ability to be easy-going, patient, and go with the flow.

I am also a wife to one and a mother to three.

#### What to Expect...

My goal as a team member of your business is to help complete tasks you either don't know how to do, don't like doing, or don't want to do, so you can focus on your passion.

I love providing my expertise in the areas I am proficient in and continue to learn and grow as a business owner every day.

Entrepreneurs who have influenced me include Pat Flynn, Amy Porterfield, and Seth Godin to name a few.

# How Can I Help You?

Content Creation

Blog Posts
Email Marketing

Social Media Management

Facebook

Instagram

Pinterest

Graphic Design

Design Work
Using Canva

General Admin

Editing Proofreading

Research



## 10 Hour Package

Mix & Match Any of the Above Services

30-Minute Planning Session

#### \$300

\* Hours must be used within 30 days

## 15 Hour Package

Mix & Match Any of the Above Services

30-Minute Planning Session

#### \$425

\* Hours must be used within 30 days

## 20 Hour Package

Mix & Match Any of the Above Services

30-Minute Planning Session

\$550

\* Hours must be used within 30 days

Need a small project done? Hourly Rates Start at \$35 per hour - three (3) Hour Minimum.

### Testimonials

It is a total pleasure to endorse Kaila's social media management skills. In the 5 months she's worked on my site's (write-out-loud.com) Pinterest account I've seen just over 20% increase in traffic. Kaila works with intelligence, integrity, and diligence. She communicates well and thinks about what will improve performance. All in all, I'm very grateful to have found her.

-Susan Dugdale www.write-out-loud.com Highly recommend Kaila for support around social media, writing, organizing, and all-around getting things accomplished. She's been my VA for several months, and she's reliable and productive. You will be glad you hired her.

-Sally Parrott www.destinationme.co

# Examples of My Work



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