

The Mindful Virtual Assistant

*Virtual
Assistant
Services*

for those looking to
get their life back
today so they can
live more tomorrow.



THE MINDFUL VIRTUAL ASSISTANT



Jenn Mullen | 508-257-1817 | hello@jennmullen.com | www.jennmullen.com

The Mindful Virtual Assistant

Hi! I'm Jenn!

I created The Mindful Virtual Assistant because I saw a need for organization and reducing overwhelm in small business. I understand that life and business can be chaotic and have its ups and downs. That's why I want to help you manage the day-to-day, get more time back in your day and feel like a weight has been lifted.

While my specialty is administrative tasks like inbox management, calendar support and scheduling, and creating systems and structure for increased efficiency, that's not all I do. I also offer creative services like content creation of graphics and marketing materials, email marketing and, even consulting and strategy.

I'm excited for the opportunity to work with you, help you and watch your business grow!



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How Virtual Assistance Works

Deciding you need some help with your business is the first step. Once you do that, you're on your way. With MVA, just book your Discovery Call that includes a simple questionnaire that helps me identify how I can best serve you, your business and your life.

At our Discovery Call, we'll chat and get to know each other a little better, figure out if the skills in my wheelhouse match the type of assistant you're looking for and talk about logistics. The call is free and if we're not the right fit for you, we have a whole network of fellow virtual assistants, digital marketers and online specialists we can refer you to.

If MVA is the right fit, together we'll formalize a plan, I'll create a Service Agreement (AKA the contract) and send you your initial invoice. After signing on the dotted line and paying your invoice, I'll get to work.



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Services Offered



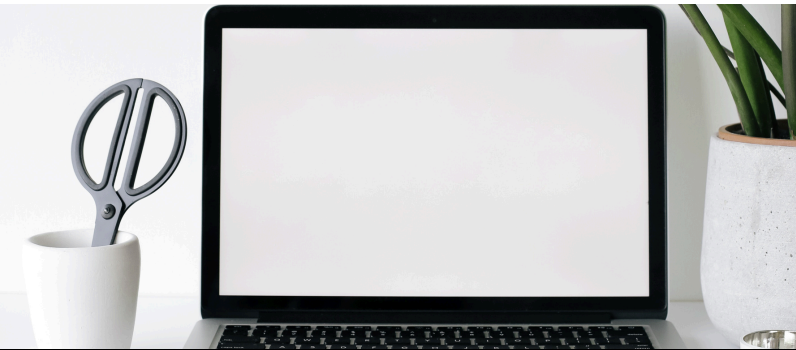
Admin Support

Saving you time and helping you be more productive!



Organization & Systems

To help you streamline your business and get more done, faster!



Content Creation

Need something created? Just ask and together we can make it happen!



Email Marketing

Enabling you to consistently connect with and expand your audience.

This is not a complete list of services so if you need something specific, make sure to mention it when you book your Discovery Call!

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Ready to get started?

If you're already feeling stressed out or overwhelmed then YES, you're probably ready for a little help.

You can't do everything all the time - trust me, I've tried.

Get your life back today so you can live more tomorrow!

Click the link below to book your Discovery Call!



Book your Discovery Call today!

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