

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

Hey there, I'm Jenn!

I created The Mindful Virtual Assistant after years of working in corporate. The structure I saw was essential to running a business and I wanted to bring that same feeling to overwhelmed small business owners. By streamlining your back-end processes, I can help you manage the day-to-day, get more time back in your life and feel less stressed.

Administrative tasks, like inbox management, calendar support, and scheduling are my speciality, but I also create systems that help you increase efficiency. Plus, I offer creative services like graphic design, email marketing, and even consulting and strategy. I'm excited for the opportunity to work with you and watch your business grow!



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How Virtual Assistance Works

When you're overwhelmed, burning the candle at both ends and it feels like you have no time outside of work, that's when you know you need to start hiring team members.

With MVA, we start with a Discovery Call. It's a quick chat that allows us to get to know each other and allows me to learn how I can best serve you, your business and your life. The call is free and if we don't seem to mesh, I have a whole network of fellow virtual assistants, digital marketers and online specialists I can refer you to.

If we hit it off, we'll formalize a plan, and determine a start date. I'll send you a Service Agreement (AKA the contract) and your initial invoice. After signing on the dotted line and paying your invoice, we'll get to work.



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Services Offered



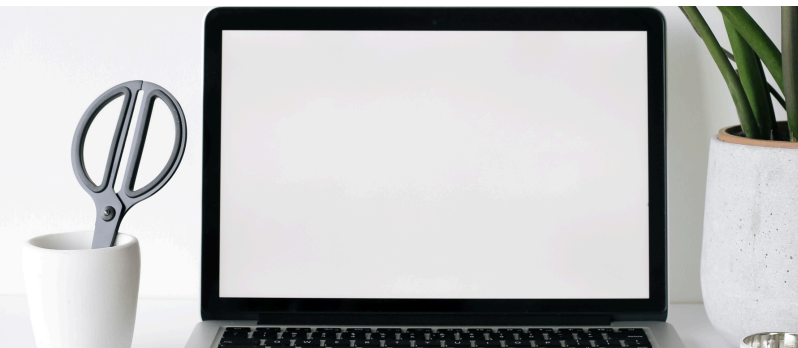
ADMIN SUPPORT

Saving you time and helping you be more productive!



ORGANIZATION & SYSTEMS

Streamlining back-end systems so you can get more done, faster!



GRAPHIC DESIGN

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



EMAIL MARKETING

Connect to your audience with well-crafted emails that inspire & engage.

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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I need help now!

Then you're in luck!

One thing I've learned is that you can do anything, but you can't do everything. Trust me, I've tried!

It's time to stop feeling stressed out and overwhelmed! And time for you to streamline and simplify.

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

Click the link below to book your Discovery Call!

LET'S DO THIS!

