

SERVICES GUIDE

WHAT I OFFER

I provide virtual assistant support to help you simplify your business, create balance, and focus on what truly matters.



PAULA BRUNOW

SERVICES GUIDE

2025

WHO I AM



**SUPPORT
THAT HELPS
YOU FOCUS
ON WHAT
TRULY
MATTERS**

I'm Paula, a Virtual Assistant dedicated to helping business owners and creatives bring more balance and structure to their day. I provide support in admin management, workflow organization, social media, and simple copywriting so you can focus on the parts of your business that inspire you the most.

WHAT I DO



I support business owners with the systems and structure they need to stay organized and move forward with confidence. From admin management to social media and content planning, my focus is on helping you create balance and consistency in your business.

OUR SERVICES

ADMIN SUPPORT

SOCIAL MEDIA
MANAGEMENT

CONTENT
SUPPORT

WORKFLOW
SYSTEMS



ADMIN SUPPORT

Keeping your business running smoothly behind the scenes so you can focus on the bigger picture. I help with inbox and calendar management, file and document organization, data entry, and day-to-day admin coordination. My goal is to bring clarity, consistency, and calm to your workflow while making sure no detail is overlooked.



SOCIAL MEDIA MANAGEMENT

Helping you create a consistent and engaging presence online. I provide support with content planning, post scheduling, engagement, and performance tracking. My goal is to help you connect with your audience, grow your community, and maintain a cohesive brand presence across your social platforms.



CONTENT SUPPORT

I help you create intentional content that reflects your brand and connects with your audience. This includes content planning, writing newsletters, blog posts, and captions, and organizing or repurposing existing materials. My goal is to keep your content consistent, clear, and aligned with your message.



WORKFLOW SYSTEMS

I help you create systems that bring structure and ease to your daily operations. This includes setting up tools for tasks and project management, email and calendar organization, and simple automations to save time and reduce stress.



PACKAGES

Every business has different needs, so I offer flexible support packages based on hour or project scope.

- **Starter Support:** 5 hours/week – perfect for light admin and content tasks.
- **Growth Support:** 10-15 hours/week – for consistent admin and social media support.
- **Premium Support:** 20+ hours/week – for full-scale assistance across all services.

Custom packages available upon request.



NEXT STEPS

1. Fill out the Discovery Form linked in my bio.
2. You'll receive an email within 24 hours with my service guide and pricing details.
3. If everything aligns, you can book a discovery call to discuss your goals and next steps.
4. After our call, I'll send a proposal and contract and we'll get started!

VIRTUAL ASSISTANT
DISCOVERY FORM

BOOK A CALL



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GET IN TOUCH

Ready to take your brand to the next level? Contact us today!

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