

Service Offering

Giving You Back Your Time

Take advantage of an assistant who is available when needed.

On Demand Service.



Virtual Assistant Services
Giving You Back Your Time!

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Introduction

Let us introduce ourselves.

Sarah Church-Carroll & Mike Carroll

We are the virtual assistant team of Sunrise VA Services!

Sarah

Since receiving my Masters Degree in Business Administration, I have built and managed my own successful business enterprises. I have assisted local organizations and played a major role in the daily management of one of the oldest community theaters in the country. I played a key role in re-organizing their box office, bringing a new level of efficiency allowing for greater productivity and a much smoother customer service experience. I currently manage my own successful blog “Sarah’s Sage Advice” as well as all social media for Boise Little Theater. In addition, I create and manage their social media marketing. My model is to create smooth and efficient processes that allow for maximum productivity while delivering above average results for my clients.

I bring MBA education and hands on management and social media skills to the Virtual Assistant arena. If you feel over worked, stressed out and have way too much on your plate, then we should talk. I’m local, hands on, high energy and super savvy. I can be the very affordable solution to improving your business and giving you back your time.

Experience

- 6+ years in office administration
- 3 years managing client social media
- 4 years client website management
- 2 years writing/editing blogs
- 10+ years experience proofreading and editing
- 3 years copywriting
- 6 years business office management





Introduction

Let us introduce ourselves.

Sarah Church-Carroll & Mike Carroll

We are the virtual assistant team of Sunrise VA Services!

Mike

Raised around residential design, Mike has been exposed to many aspects of design. At a very early age he was taught how to operate graphic design tools such as AutoCAD which sparked his passion for graphic design specifically. During most of his youth, Mike worked to learn the ins and outs of the residential design trade which he has done professionally for over 12 years. During a time, he worked as a supervisor for a travel agency assisting with client requests for their dream vacations allow him to gaining the experience needed to assist with quality customer service.

Experience

- 12 Years residential design
- 10 Years of customer service
- 7 Years of project management
- 12 Years of graphic design



Our Competencies

Social Media



Graphic Design



Social Media Scheduler



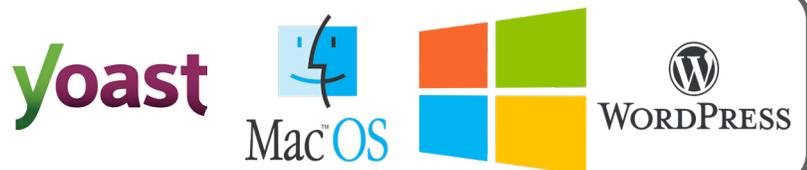
Drafting



Email Marketing



Website, SEO, and OS



Office & Google Suite



Storage, and Video Conferencing





Our Services

Wondering how we can save you time with **Administrative Services**?

- Calendar & Email Management
- Forms & Template Creation
- Data Entry
- Document Proofreading
- CRM Setup & Management
- Dropbox and Google Drive Setup
- Task Management Set Up & Support
- Email List Building
- Document Creation & Formatting
- Email Marketing Service Setup & Management
- Blog Management

Wondering how we can save you time with **Personal Services**?

- Calendar Management
- Sending Greeting Cards, Invitations, Etc
- Travel Arrangements & Planning
- Reminder Services

Wondering how we can save you time with **Graphic Design**?

- Presentation Design
- Logo Design
- Flyer Design
- Menu Design
- Social Media Design & Content Creation
- Brochure Design
- Business Stationary Design
- Banner Ads

Wondering how **Design Services** are a necessity?

- Drafting
- 3D Renderings

Wondering how we can save you time with **Digital Marketing**?

- Social Media Marketing
- Email Marketing
- Website Creation & Maintenance



Your Investment

25% OFF First Month for Hourly Packages 20hrs and up

10
Hours/
Month

\$287

20
Hours/
Month

\$527

30
Hours/
Month

\$727

40
Hours/
Month

\$887

50
Hours/
Month

\$1,017

Pricing by Project Available

Add 5 Hours to any Package for \$125/mo

Social Media
Marketing Package
Starting at \$287/mo

Pinterest
Management
Package
Starting at \$287/mo



Testimonials

“Sarah with Sunrise VA Services has been a huge help in getting my business streamlined. She completes so many tasks that in turn allow me to focus more time on my clients and building my business. My only regret is that I wish I had hired her sooner.”

- Rebecca Oparnico

“Sarah Carroll and Sunrise VA have been a God send for me. I have little experience with web postings and little interest in learning. Sarah has taken all this headache away for me. She is thorough, prompt and always available. She did great research in finding out about my business and I feel like i have an active partner. I trust her implicitly and know she is always operating in my best interest. I highly recommend using her service at Sunrise VA. You, like me, will not be disappointed.”

- Jim Collister

“Sarah has helped our team tremendously in a short amount of time by using her skills to help us with social media accounts. She has been on point with what we are doing and where we want to go. Her skills with marketing has put us in front of a lot more people via social media and as a result our team business as picked up. Sarah is always available, listens to our needs and produces in a very timely matter.”

- Steve Bittick

“Sarah and her V-A services have helped Team-Weston Real Estate scale and grow. She has exceeded our expectations completing our work loads and managing our social media growth. We highly recommend her!”

- Matt Weston

Hiring Sarah was a game changer for our small Real Estate business! Her professional touch has upped our social media game and she has changed how we connect and maintain relationships with our clients. Sarah is a 10 out of 10 and we highly recommend Sunrise VA Services!

-Amber Mausling



Next Steps

Ready to get things organized?

We would love to have you onboard as a new client. We will do everything we can to make the process as simple as possible.

- Visit <http://sunrisevaservices.com/set-up-discovery-call-today/>
- After your call, we will send you a formal proposal within 24-48 hours. This proposal will include how we can help you, rates, project timeline, contract, etc.
- After you sign proposal/contract, we will gather certain vital information necessary for us to begin working with you.
- Start assigning tasks.