

SERVICE OFFERING

Giving You Back Your Time

Take Advantage of an assistant who is available
when needed. **On Demand Service.**

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Introduction

Hello!

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



Mike

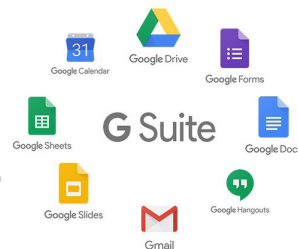
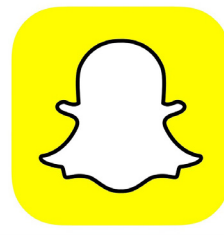
Raised around residential design, Mike has been exposed to many aspects of design. At a very early age he was taught how to operate graphic design tools such as AutoCAD which sparked his passion for graphic design specifically. During most of his youth, Mike worked to learn the ins and outs of the residential 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



Our Services

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

Calendar & Email Management	Forms & Templates Creation	Data Entry	Document Proofreading
CRM Setup & Management	Dropbox & 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 **Graphic Design**?

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

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

Social Media Marketing	Email Marketing	Website Creation & Maintenance
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Wondering how **Design Services** are a necessity?

Drafting	3D Renderings
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Wondering how we can save you time with **Personal Services**?

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

10
Hours/
Month

\$287

20
Hours/
Month

\$497

30
Hours/
Month

\$577

40
Hours/
Month

\$787

60
Hours/
Month

\$897

Pricing by Project Available

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

Social Media
Marketing
Package

\$287/mo

Pinterest
Management
Package

\$187/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

“Sometimes when writing a recommendation for someone or for a business you are challenged by what to say. In this case I am challenged by being believable. Having said that please know that I am not exaggerating when sharing my experience with Sarah and Sunrise Virtual Assistant Services. On the one hand Sarah is friendly and outgoing actually quite engaging in her demeanor and she wonderfully blends that with an amazing level of professionalism in all she does. I have used VA’s in the past, usually from other countries at a bit lower hourly rate. While they did a good job and I was reasonably happy, there was a lack of connection, a lack of the sense of collaboration and an underlying feeling that they never quite understood fully what I wanted done. I spent a lot of time correcting and explaining what I wanted done and fixing the wording way too often. I didn’t have the level of confidence that I needed. Then I met Sarah and I was immediately impressed with how she handled my account. Her experience allowed her to hit the ground running, she knew what I needed, and simply delivered every time. She actually over delivered almost always.

She has a keen business insight, and a wonderful verbal prowess. She is exceptional with social media and has really improved my social media presence which for me and most businesses is pretty critical in today’s market place. I am totally confident in her ability to handle anything I throw her way. I highly recommend her.”

- Frank White

“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

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.