

The logo is centered within a white square border on a black background. The word "girlfriday" is written in a white, elegant cursive script. Below it, the words "BUSINESS SOLUTIONS" are written in a white, clean, uppercase sans-serif font.

girlfriday
BUSINESS SOLUTIONS

Providing
virtual office solutions
for Solopreneurs
to C-Suite Executives

WWW.GIRLFRIDAYBUSINESSSOLUTIONS.COM

note from our CEO

Throughout my professional career, I have assisted hundreds of C-Suite professionals, businesses, and organizations across a variety of markets and industries.

Many of my clients share a common denominator; they are passionate about their organization, but often find the administration daunting and overwhelming.

Perhaps, you too can relate!

If you've ever posed the question....

- CAN I DELIVER WHAT I PROMISED?
- DO I HAVE THE STAFF TO DELEGATE TO, OR WILL I HAVE TO DO IT MYSELF?
- WHAT RESOURCES DO I NEED TO ACQUIRE TO GET IT DONE?
- HOW WILL I DELIVER?



At GirlFriday Business Solutions, we help you answer these challenging questions! We are passionate about creating solutions that work, we love operations, and we are intentional in our approach. Our virtual office solutions are designed to:

- PLUG IN AND SUPPLEMENT YOUR CURRENT WORKFORCE
- BE A BUFFER TO INCREASE YOUR PRODUCTION CAPACITY
- BECOME YOUR FOUNDATION FOR SCALABILITY
- UNPLUG WHEN YOUR WORKFORCE GETS BACK INTO ITS REGULAR ROUTINE.

We can help you complete administrative tasks, create strategic plans for projects, develop workflows for repetitive work, and handle administrative emergencies. You just determine the level of involvement you need from girlfriday and we do the rest!

how we can help

CONSULTING PROJECTS:

Our team of Virtual Executive Assistants helps provide administrative solutions for Executive Directors, C-Suite professionals, and mid to large-size organizations.

Not sure how to make your special projects work? Need help creating processes and procedures? At GirlFriday, we can create strategic plans, identify resource needs, and develop workflows to keep you, your projects, and your workforce streamlined and functional.

VIRTUAL OFFICE SOLUTIONS

EXECUTIVE ASSISTANT SUPPORT & COORDINATION

- OUTSOURCED FRACTIONAL SERVICES
- COORDINATING VIDEO AND AUDIO CONFERENCE CALLS
- CREATING AND MAINTAINING DATABASES
- CRM PLANNING & ENHANCEMENT
- CRM UPDATES AND SEGMENTING
- ACCOUNTING/BOOKKEEPING ENTRY
- ADMINISTRATIVE SUPPORT
- CALENDAR MANAGEMENT/SCHEDULING
- CLIENT COMMUNICATIONS
- DESIGNING AND MAINTAINING FILING SYSTEMS
- ORGANIZING MEETINGS
- RECORD KEEPING
- PREPARING REPORTS
- PROCESSING EXPENSE REPORTS
- PROOFREADING & EDITING
- TRAVEL ARRANGEMENTS
- ADMINISTRATIVE EVENT PLANNING
- TAKING MEETING MINUTES
- CREATING CORRESPONDENCE
- CUSTOMER SERVICE
- PROCESSING TELEPHONE CALLS AND REQUESTS

REAL ESTATE SERVICES

- LISTING/MLS COORDINATION
- CONTRACT TO CLOSE COORDINATION
- REALTOR CONCIERGE SERVICES

SOCIAL MEDIA SERVICES

- SOCIAL MEDIA CONTENT DEVELOPMENT
- SOCIAL MEDIA DESIGN

BUSINESS FLEX

WE ALSO OFFER OUR 'BUSINESS-FLEX PROGRAM', WHICH PROVIDES ADMINISTRATIVE SUPPORT WHILE YOUR TEAM MEMBERS ARE OUT ON SHORT-TERM MATERNITY OR MEDICAL LEAVE.

FRACTIONAL SERVICES

WE HAVE A SKILLED TEAM READY TO STEP IN ON A PART-TIME OR PROJECT BASIS. FRACTIONAL HIRING WILL TRULY ALLOW YOU TO SKIP THE RECRUITING AND ONBOARDING PROCESS, SO WE CAN GET STRAIGHT TO WORK! WE CAN STEP IN AS YOUR FRACTIONAL HR MANAGER, COO, PROJECT MANAGER AND SO MUCH MORE!

DOWNSIZING YOUR BUSINESS

ADDITIONALLY, IF YOU FIND THAT YOUR COMPANY NEEDS TO DOWNSIZE OR CUT COSTS, WE CAN HELP! OUR GIRLFRIDAY SERVICES ARE A SMART AND ECONOMICAL OPTION, ALLEVIATING YOUR OVERHEAD COSTS BY PROVIDING SHORTER CONTRACTS TO ASSIST WITH YOUR ADMINISTRATIVE NEEDS.

ready to invest?

LET'S TALK...

Takisha Bromell

CEO, Owner & Founder

 615.200.7355



girlfriday
BUSINESS SOLUTIONS

about girlfriday business solutions

Girlfriday Business Solutions was launched in 2018 by Takisha Bromell out of a passion to create solutions and opportunities for business professionals at any level to grow and be successful. Her personal expertise, coupled with her years of experience working for and on some of the top advisory and coaching teams in the industry, have shown that business leaders struggle to balance their time and resources, as well as the necessary processes to sustain business growth and increase revenue.

At GirlFriday Business Solutions, we partner with you to give you your time back! Our team of experts takes care of the things you don't have time to do or may not want to do. We specialize in many of the daily operations that keep a business running. Even though technology offers some options to expedite these operations, the setup takes time and can be challenging. This is where we step in – setting up procedures, managing paperwork, coordinating business activities – giving you back the time you need to grow and sustain your business.

SOCIAL MEDIA

INSTAGRAM, FACEBOOK, and LINKEDIN
@girlfridaybusinesssolutions

WEBSITE

WWW.GIRLFRIDAYBUSINESSSOLUTIONS.COM

ADDITIONAL SERVICES

- LISTING/MLS COORDINATION
- CONTRACT TO CLOSE COORDINATION
- CLIENT RELATIONSHIP MANAGEMENT (CRM) PLANNING AND ENHANCEMENT
- SOCIAL MEDIA CONTENT DEVELOPMENT
- OUTSOURCED COO SERVICES

OWNER BIO

Takisha is the founder and CEO of GirlFriday Business Solutions. She loves creating systems, organizing processes, and adding value to a company's infrastructure by fostering a culture of collaboration. She has a proven method for developing client success.

With an MBA in Project Management, she has put her expertise and organizational skills to work for many business owners and truly understands the necessary steps of implementing systems for businesses to thrive.

GirlFriday Business Solutions was created from her vision to partner a skilled team of Executive Assistants and Project Managers with business owners from all industries. Under Takisha's expertise and leadership, her team assists clients to achieve next-level success, allowing business owners more time to do what they do best - growing their business.