

BUSINESS SUPPORT OVERVIEW

Support for Service-Based Businesses

Marketing & Operations Support | CRM Management | Social Media
Helping Service-Based Businesses Stay Organized & Visible

Best Fit

Service-based businesses that want steady, practical support improving how customers find, understand, and trust them while keeping day-to-day marketing and operations organized.

Experience

4+ years of VA and marketing support.

GBP Support

10+ Google Business Profiles managed or supported.

WHY IT MATTERS

Clients check your business before they reach out.

Clear and consistent marketing details help people understand what you offer, where you serve, and why they can trust you.

Clear Business Information

Name, address, phone number, services, hours, and service areas should match wherever customers find you.

Search Visibility

GBP, citations, and local content support how your business appears in relevant searches.

Organized Operations

CRM updates, lead follow-up, and admin support help the business stay easier to manage behind the scenes.

Simple Reporting

Clear notes help you see what changed and what needs attention next.

SERVICES

Focused support for clearer business marketing.

Priorities are discussed after a discovery call so the work fits your stage, budget, and visibility gaps.

Marketing Review

- Website and profile review
- Google Business Profile review
- Business listing consistency check
- Content and social media review
- Priority recommendations

Google Business Profile

- Profile updates and cleanup
- Services, categories, and products
- Business description and attributes
- Photos, posts, and updates
- Review monitoring support

Operations & CRM

- CRM updates
- Contact organization
- Lead follow-up support
- Email and calendar support
- Process checklists

Social & Content

- Content calendars
- Google Business posts
- Social captions
- Monthly progress notes
- Blog optimization

PROCESS

Simple, clear, and practical.

1. Discovery Call

A free 30-minute conversation to understand your business, goals, and current marketing or operations accounts.

2. Review

I review profiles, pages, listings, CRM or workflow needs, content, and key details that affect trust and visibility.

3. Priorities

You receive clear recommendations based on what matters most and what fits your budget.

4. Support

I help with agreed tasks and keep updates organized so you know what is happening.

EXPECTATIONS

Steady support works better than quick tricks.

Marketing, operations, and local visibility work improve with consistency. The goal is to make important business details clearer, more accurate, and easier for customers to trust.

What This Is

Practical support with marketing, operations, CRM, GBP, content, social media, reporting, and business visibility tasks.

What This Is Not

A guarantee of instant ranking, instant leads, or overnight growth. Good support builds gradually and depends on the business, market, budget, and starting point.

What You Can Expect

Clear communication, organized updates, practical next steps, and careful handling of business information.

QUESTIONS

Common things clients ask.

How quickly will I see results?

It depends on your starting point and the services involved. Most marketing, operations, and local visibility work builds gradually over weeks and months.

Where do I start if budget is limited?

Start with a review so priorities are clear before spending time on ongoing work.

Do I need a long contract?

No. I work month to month. You can stop, pause, or adjust depending on what your business needs.

What do you need from me?

Time at the start to understand your business, goals, accounts, CRM or workflow needs, and brand direction. After that, I handle the work and keep you updated.