



Need expert support to
manage your day-to-day?

Get the support you need with:

ON-DEMAND Executive Assistants

Our **Executive Assistants** specialize in organizing your world, handling communications, coordinating meetings, and tackling critical tasks to help you stay focused on the bigger picture without the commitment of a full-time hire.

ResultsResourcing is your trusted partner for accessing high-quality, on-demand executive support, helping you to focus on and accomplish your priorities, reduce stress, and gain valuable time back in your day.

Why ResultsResourcing?

- ✓ On Demand match to a **pre-vetted Executive Assistant (EA)** with a
- ✓ Scalable **US/Canada-based** operations support team.
- ✓ Experienced in **US professional practices and work** styles.
- ✓ Reliable, skilled, self-directed, resourceful.
- ✓ Get started in **24-48 hours**
- ✓ **No minimum hours'** commitment, long-term obligation, or hidden fees
- ✓ **Satisfaction Guaranteed.**

ResultsResourcing supports organizations with virtual freelance professionals, vetted and curated based on your specific needs. With ResultsResourcing, you'll get **human help** in defining, finding, interviewing and vetting freelance choices **PLUS everything great about an online job board platform.**

Get Started with a Discovery Call.

For just a **one-time setup fee of \$585/job**, you gain access to our expertly vetted On-Demand Executive Assistants.

Imagine the freedom of outsourcing the work that drains your time and energy. With our service, we help you gain back time, reduce opportunity costs, and enable you to focus on your highest-ROI work.

Plus, enjoy the flexibility of hiring an EA at a **flat rate of \$55/hour — no minimum hours required or long-term commitment.**

Let us handle the tedious details too; **ResultsResourcing manages all invoices, payments, and 1099 administration**, so you can concentrate on growing your business.



Executive Assistant

- Organizing chaos
- Day-to-day operational support
- Trouble shooting & problem solving
- Business Process design/documentation
- Email inbox organization/ handling
- Email list management
- Calendar maintenance
- Copywriting/copy editing
- Scheduling/appointment setting
- Meeting prep, scheduling & follow ups
- Meeting minutes/note prep & CRM task management
- CRM/Database management/data entry
- Cloud file organization/management
- Light Bookkeeping, invoicing/payments
- Basic QuickBooks online reports
- Basic excel/spreadsheets
- Basic PowerPoint (client prepared content)
- Event planning/management
- Project management
- Online SaaS tools research & troubleshooting (e.g. CRM, payroll, accounting tools, etc...)

Social Marketing

- Social account set up/admin
- Website admin support
- Editorial calendar management
- Social posts (client prepared content)
- Basic graphics for blog posts
- Photo sourcing
- Social media post scheduling
- Social media post promotion
- Online community management
- Newsletter creation/management (client prepared content)
- Basic website posting
- Online Social Media Research (e.g.keywords, hashtags, groups)
- Podcast guest research/write up
- Online SaaS tools research &troubleshooting (e.g. email campaign, newsletter tools, etc...)

Common Software Tools Supported

Microsoft Office Suite, Google Suite, PC & Mac, Spreadsheets, Google Drive
Most CRMs and Social Media platforms

Ready to optimize your time and take your business to the next level?

For more information on On-Demand EA Talent, visit www.resultsresourcing.net or **book a Discovery Call.**

