

# Fr - Atelier

BY



FREYA

## PORTFOLIO

ALL-IN-ONE VIRTUAL ASSISTANT



## MEET YOUR VA



*Hello, I'm Freya.*

I believe that behind every successful vision is a foundation built on trust and a touch of artistry. My journey has been defined by a deep commitment to the people I work with, whether I was managing a close-knit team for years or independently scaling a boutique business from afar.

Still, I've combined my eye for aesthetics with a love for seamless systems. I don't just see myself as an assistant, but as a dedicated partner to those who lead with heart. From the quiet precision of a brand's visual identity to the technical gears moving in the background, I am here to ensure your space is as organized as it is beautiful.

xoxo



SOCIAL MEDIA MANAGEMENT

TECH SERVICES

GRAPHIC CREATION

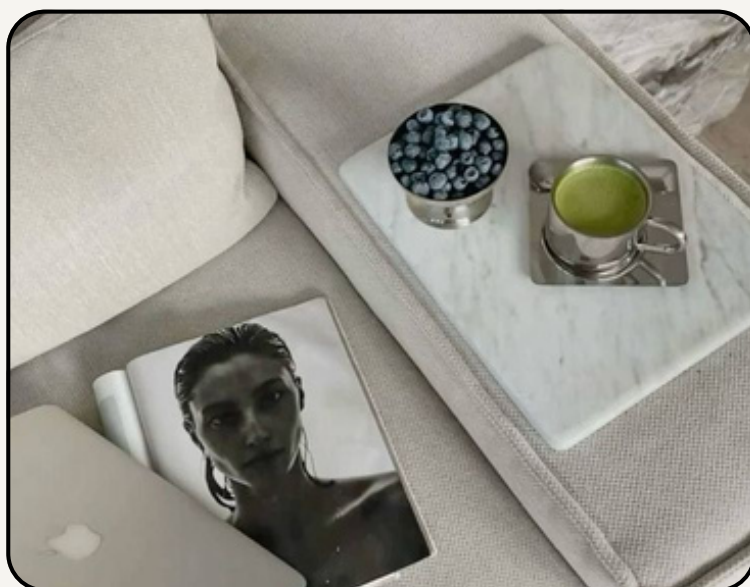
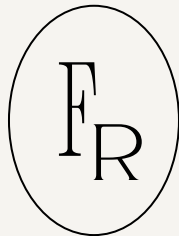
ADMINISTRATIVE ASSISTANCE

LEAD GENERATION

COMMUNITY MANAGEMENT



# MY BESPOKE SERVICES



### **CONTENT CREATION**

*(Curated Reels, carousels, infographics, etc.)*

### **CONTENT SCHEDULING & POSTING**

*(Full management of daily posting and presence)*

### **CONTENT PLANNING**

*(Organized workflows using Airtable, Asana, or Trello, Lack Suite, etc.)*

### **CONTENT REPURPOSING**

*(Turning long-form ideas into fresh, bite-sized posts)*



### **STRATEGY & GROWTH**

*(Strategic research to reach and engage the right audience)*

### **DATA ANALYTICS & REPORTING**

*(Clear monthly insights to track brand's progress)*





# TECH SERVICES



## LANDING PAGE CREATION

*Convertkit, Kajabi, Thinkific, Leadpages, Wix, Elementor, Squarespace, etc.*

## EMAIL MARKETING

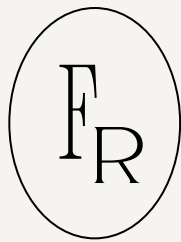
*Flodesk, Convertkit, Kajabi, ActiveCampaign, Mailchimp, etc.*

## REEL CREATION/SUBTITLES

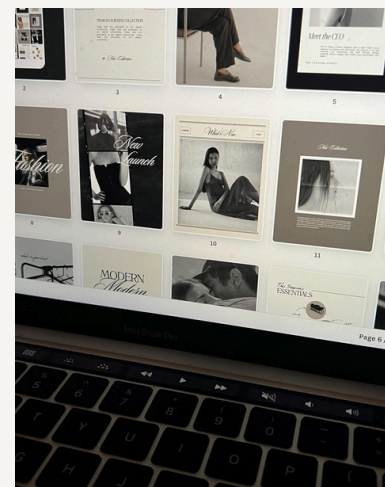
*Capcut, Canva, Photoshop & Illustrator, Kapwing, etc.*

## SYSTEM SETUP & MANAGEMENT

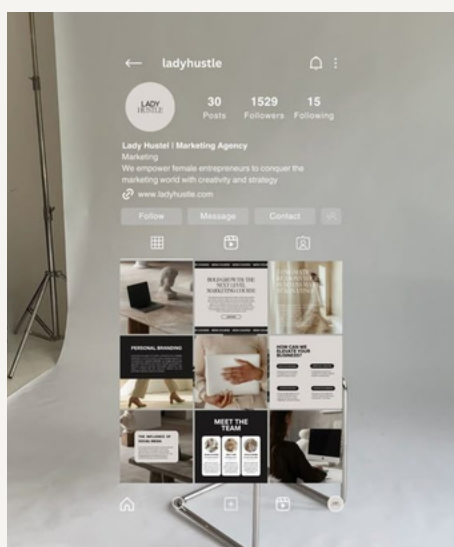
*Slack, Discord, Trello, Asana, Clickup, Airtable, Honeybook, etc.*



# GRAPHIC CREATION



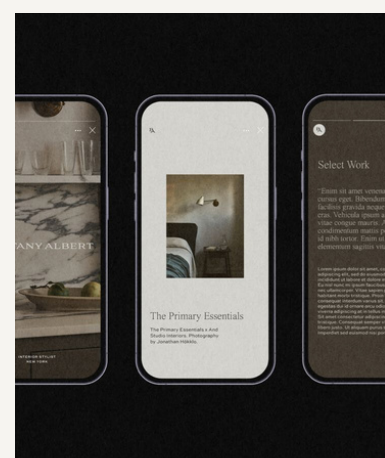
(01)



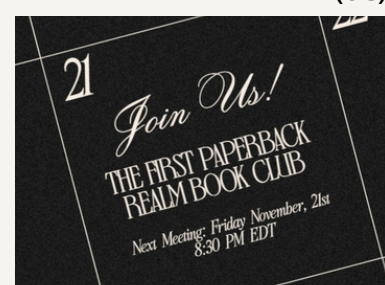
(02)

All-in-one  
Virtual  
Assistant

- **Visual Social Media Graphics**  
(Reels, Carousels, Infographics, Stories)
- **Brand Guideline**  
(Logo, Brand Kit, Color Palette, Mood Board, Business Card, etc.)
- **Instagram Templates**
- **Workbook, Ebook, Website, Landing Page & other Digital Publication Designs**



(03)



# ADMINISTRATIVE ASSISTANCE



➤ *Email Management*

Organize and filter your emails, get you to "Inbox Zero"

➤ *Calendar Management*

Manage your schedules & bookings, set up reminders

➤ *Client Management*

Send invoices, gather testimonials, etc.

➤ *Data Entry*

Input data accurately into business systems





# COMMUNITY MANAGEMENT

MANAGE MEMBER REQUESTS

MAINTAIN MEMBER EMAIL LIST

DEVELOP GROUP GUIDES & EVENTS

SCHEDULE & PUBLISH GROUP CONTENT

MODERATE CONTENT FOR COMMUNITY STANDARDS

LEAD



GENERATION

- 
- EMAIL MARKETING CAMPAIGN
  - CREATE COMPELLING LEAD MAGNETS AND OPT-IN OFFERS
  - NURTURE RELATIONSHIPS WITH YOUR AUDIENCES  
VIA PERSONALIZED DM OUTREACH
  - GENERATE DEDICATED LANDING PAGES OR SALES PAGE
  - CONVERT AUDIENCES INTO POTENTIAL CLIENTS





# WORK WITH ME

DISCOVERY CALL *(optional)*

SIGN THE CONTRACT

DEPOSIT

START OUR JOURNEY





# GET IN TOUCH



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