



Esi Colbert LLC



Plan



Act



Achieve

Empower yourself by utilizing our services to gain control over your business, personal life, and valuable time!

Gain Clarity, Restore, and Achieve

Empowerment Through Assistance

Remote/Virtual Assistance:

Supporting you with your Business and Personal needs.

- **Personal Tasks**

Assist in maintaining your organization by handling your calendar and schedule, coordinating team meetings, managing your emails, and supporting you with your to-do list. Additionally, help you make reservations at your preferred restaurant, schedule appointments with dentists or doctors, arrange your travel plans, book flight tickets, and even send thoughtful thank-you cards to your business partners or family members.

- **Administrative Work**

Provide support in meeting your deadlines and scheduling appointments with your clients. Assist in planning and coordinating upcoming events or staff meetings, sending out invitations, managing customer relations and handling incoming inquiries, preparing confirmation emails, sending invoices to your customers, updating, and entering information in your database, and editing and proofreading text. Additionally, help you keep track of your stock and facilitate supply orders.

- **Tracking Your Accounts and Bills**

Assist in monitoring your accounts and bills, as well as preparing financial statements and management reports. Handle inquiries from credit institutions and local tax authorities. Additionally, provide support with salary calculations, generate pay slips for employees, prepare end-of-year reports and payments, manage bank account operations, input credit card transactions, and prepare and send outgoing invoices.

- **Customer Service**

Provide assistance in managing customer relations and handling incoming inquiries. This includes responding to phone calls and emails, offering technical support, and engaging in live chat services. Help maintain the information on your website and monitor user conversations across various social media platforms.

- **Project Management**

Assist in defining project objectives, developing project plans, assigning tasks to team members, monitoring progress, managing risks, and ensuring successful project completion.

- **Business Management**

Facilitate the coordination and organization of business activities, ensuring smooth operations and supporting employees in achieving their maximum productivity levels. Provide supervision and training to new employees, helping them integrate into the organization effectively. Assisting businesses in attaining their operational and financial objectives.



Remote working reduces your control of regular work routines, instant face-to-face communication, and career outcomes. In a time already of uncertainty, remote working can promote further stress and internal havoc.

Service pricing for each option available: (Billed by the minute.)

- Personal Tasks \$20 per hr
- Administrative Work..... \$35 per hr
- Tracking Your Accounts and Bills..... \$35 per hr
- Customer Service \$35 per hr
- Project Management..... \$55 per hr
- Business management \$85 per hr

It is our pleasure to help you achieve your goals.

For more information and to schedule a Discovery Call, use the link below, call 800-492-4467, or visit us at www.CoachEsi.com.

[Click here to schedule a Discovery Call.](#)



My name is **Esi Colbert** (Colbear), also known as "**Coach Esi**" I am a **Virtual Assistant, Certified Life, Business, and Health Coach**. As well as a **Certified Cryptocurrency Expert**. I am also a FOREX, Stocks, and Options Trader and Trainer who has a deep passion for helping others realize and reach their potential.

With a wealth of expertise spanning over a decade in project management, administration, customer service, and office procedures, I am a highly resourceful, flexible, innovative, and passionate professional. I possess a natural ability to inspire others, coupled with excellent communication and listening skills. Furthermore, I am adept at delivering compelling demonstrations and presentations. As a quick learner, I readily absorb new ideas and possess extensive experience in coordinating and organizing tasks. My track record as an excellent team player showcases my proactive approach within work-at-home office environments.

In my role as a Virtual Assistant, I am dedicated to assisting individuals in reaching their goals and achieving business success. From the very beginning, I have been determined to challenge conventional practices and constantly seek innovative approaches to provide my clients with enhanced value and an exceptional experience. Take the next step by clicking below to schedule a Discovery Session and explore how I can support your business.

[Click here to schedule a Discovery Call.](#)

