



**Katie Digital Hub**

Work with us today.

# WELCOME!

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Hello, I'm Catherine. I am a mother and I love working with clients to build their brand online. I founded this agency to help individuals gain work-life balance through remote work all while providing exceptional customer support to their clients. We strive to please our clients and their customers. **We believe good customer service is KING!**

I oversee all projects that come into the agency. So, whether we're providing your business with general administrative services or even specialty services such as Squarespace website design or course creation, we're always thinking about customer's experience!

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*Catherine Murigi*



# General Administrative Services

## ↳ **INBOX MANAGEMENT**

**Reading, writing and sending emails, creating folders, creating filters to keep you organised.**

## ↳ **APPOINTMENT SETTING**

**Scheduling appointments for your customers via online schedule system.**

## ↳ **CANVA DESIGN**

**Create social media graphics, banners, newsletters, slide decks, brochures and more via canva.**

## ↳ **CALENDAR MANAGEMENT**

**Scheduling meetings and calls, setting up reminders and color coding tasks to keep you organised.**

↳ **FACEBOOK  
GROUP  
MANAGEMENT**

**Responding to comments, admitting new group members, promote group engagement, schedule social media posts**

↳ **FACEBOOK PAGE  
MANAGEMENT**

**Respond to comments, Facebook page initial setup, create Facebook banner and make Facebook updates as needed.**

↳ **DATA ENTRY**

**Entering data into various forms.**



# Speciality Services

## ↳ SQUARESPACE WEBSITE DESIGN & MAINTAINANCE

Squarespace web design for various services based business industries and monthly maintainance package available.

## ↳ ZOOM MEETING SETUP & LIVE WEBINAR ASSISTANCE

Setup of your zoom meeting account, customized the setting to fit your business' needs, live webinar assistance is also available.

## ↳ AUTOMATION SETUP / ZAPS

Automate task in your business to help take the load off of you and streamline your business. We can setup various automations and zaps.



↳ **MAILCHIMP &  
CONVERKIT SETUP**

**Setup of your email marketing system account, welcome email, email sequences (copy not included), automation, tags & segments.**

↳ **SOCIAL MEDIA  
SCHEDULING  
USING  
HOOTESUITE**

**Social media scheduling, content creation and graphics for Facebook and Instagram**

↳ **SYSTEM SETUP  
(ACUITY &  
SETMORE  
SCHEDULER)**

**Setup of your appointment scheduler system along with a brief walk-through tutorial of a how-to use the system. Monthly maintenance package available.**

↳ **THINKIFIC  
COURSE SETUP  
& DESIGN**

**Thinkific course account setup and design of the site.**

# Tools and Systems we use

## Project Management



## Scheduling



## Video Sharing



## Filing & Storage





# Tools and Systems we use

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## Billing & Payment



## Email Marketing



## Social Media Platform



## Graphics and Forms



Adobe Spark





# Tools and Systems we use

## Additional Tools



Adobe Sign

zapier

# What Next?

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- 1 Book a discovery call here or send an email to catherinemurigi11@gmail.com so we can talk about your service needs.
- 2 Once we've decided that we are a good fit for your business. I will send over a proposal, contract and invoice for you to review and sign.
- 3 Sign the contract and pay the first invoice. You're all set!

[CLICK HERE](#)

# Reach Out to Me

## BOOK A CONSULTATION

**Socials**



**Email**

catherinemurigi11@gmail.com

↳ Let's collaborate