



Sarah Byrd

OWNER

ABOUT ME

I'm a child of God, mom of 2, and Senior Associate at a large global company, looking to expand my skillset and work with a variety of clients to help them in a more direct way. In my free time you'll most likely find me working on home improvement projects, and of course, spending time with my amazing family!

CONTACT ME

- 864.275.6966
- hello@sarahbyrd.solutions
- Greenville, SC



➤ HOW I CAN HELP

I'm a high-energy virtual assistant who helps small to medium-sized businesses by handling critical behind-the-scenes tasks so that they have more time, less stress, and can do more of what they love most, both professionally and personally.

➤ WHAT I CAN DO

ADMINISTRATIVE

- General admin tasks
- Inbox management
- Calendar management & scheduling
- Task management
- Gift procurement
- Data entry
- Research
- Invoicing
- Platform set up

DIGITAL/SOCIAL

- Light graphic design
- Email marketing management
- Social Media management
- Project management
- Website development
- Website management