




Hey, I am Lucy

AN EXECUTIVE VIRTUAL ASSISTANT


Your operations don't need more effort – they require structure. I handle Inbox, calendars and workflow so nothing slips, deadlines are met and your day runs without chaos.

Get In Touch





About Lucy



I support founders and senior leaders by creating structure, protecting priorities, and keeping execution moving.

- With one year of hands-on experience and ALX training, I provide executive support across inbox & calendar management, project coordination, research, and daily operations.
- I anticipate challenges, streamline workflows, and handle tasks so leaders can focus on what truly moves the business forward.
- **Expect discreet communication, clean systems, and consistent follow-through**

My Services

The services I offer are designed to protect your time and keep your work organized – handling the details with consistency and follow-through, so your day runs easier.

Calendar Management
Keep schedules organized and deadlines met

Inbox Management
Manage emails, prioritize messages, and reduce clutter

Travel & Coordination
Organize travel plans, itineraries, and logistics

Project Management
Track tasks, deadlines, and workflows for smooth execution

Operations & Coordination
Daily ops, scheduling, and follow-through

Research & Client Support
Information gathering and client handling

My Portfolio

Here are a few projects that reflect how I work: identifying problems, structuring solutions, and executing with clarity.

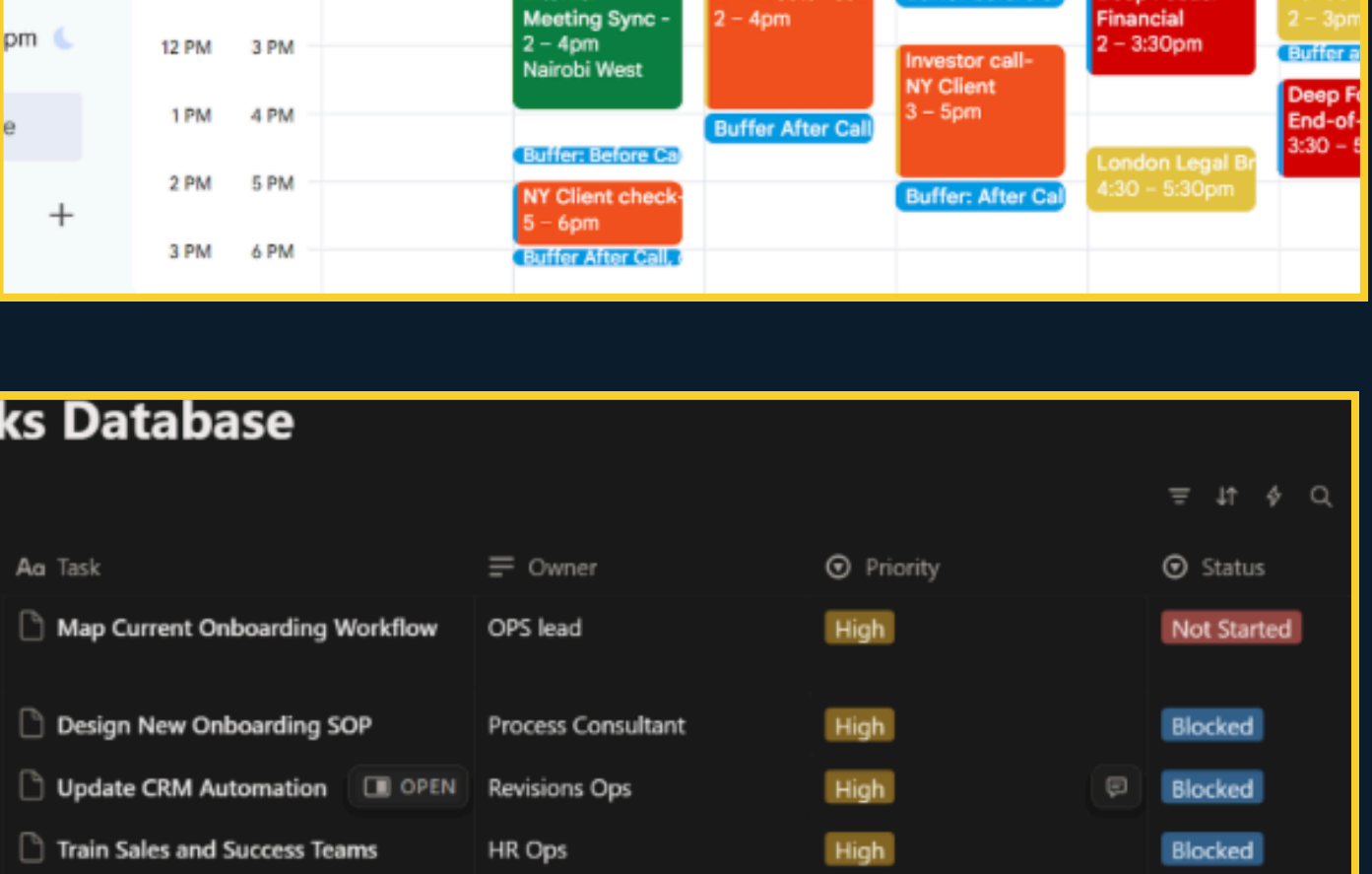


Inbox Management

Problem: Inbox clutter hid urgent emails and wasted the client's focus.

Process: I sorted, flagged, and prioritized messages, anticipating needs before they were mentioned.

Outcome: Faster responses, zero missed emails, and decisions made without the client worrying about details.

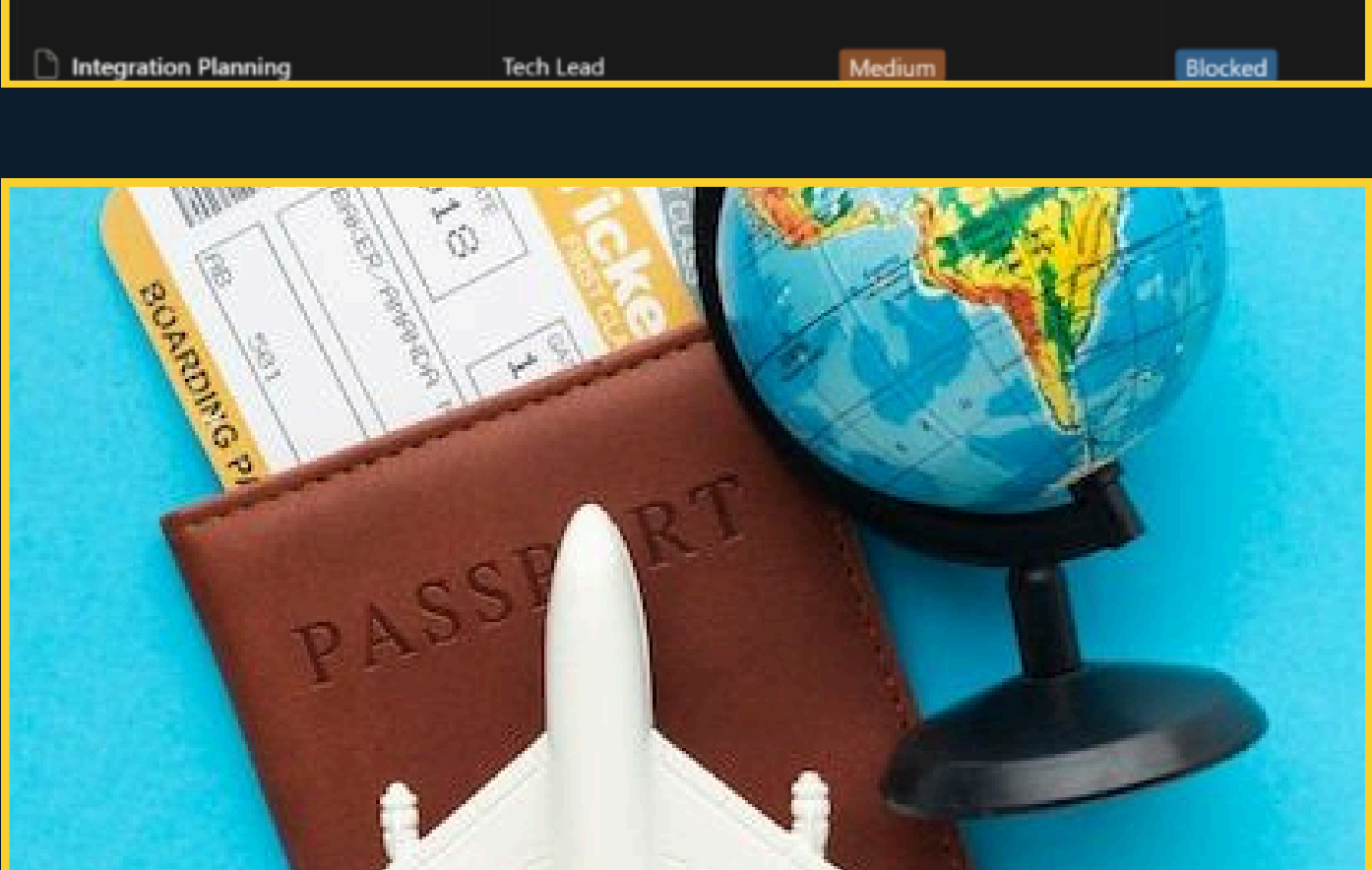


Calendar Management

Problem: Overbooked calendar disrupted focus and caused conflicts.

I not only scheduled meetings but also blocked time for prep, and even downtime the client didn't request.

Outcome: Smooth, balanced schedule, no conflicts, and time recovered for high-priority work.



Project Management

Problem: Tasks lacked clarity and small details caused delays.

Process: I defined owners, deadlines, and tracked progress, catching overlooked details that derailed timelines.

Outcome: Bottlenecks Identified and Projects completed on time.

Travel & Coordination

Problem: Travel plans were stressful and often overlooked activities.

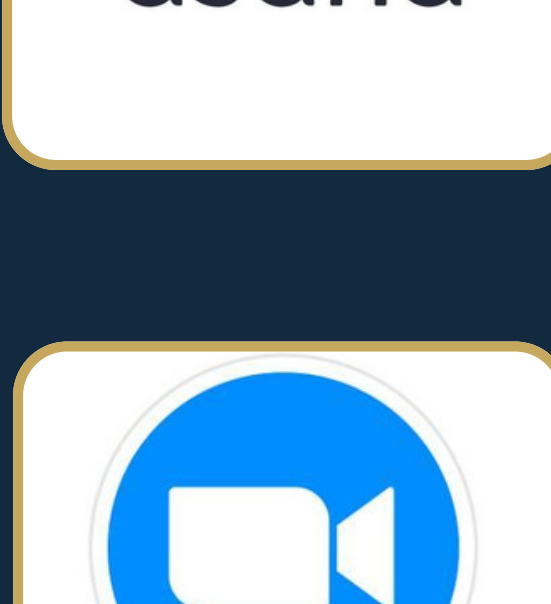
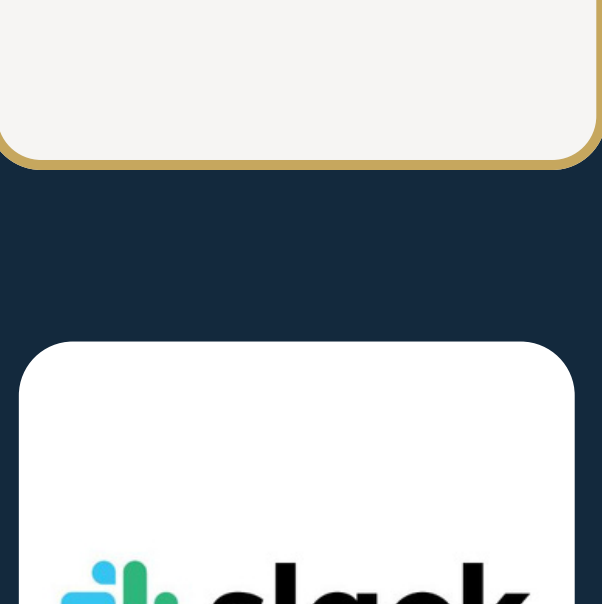
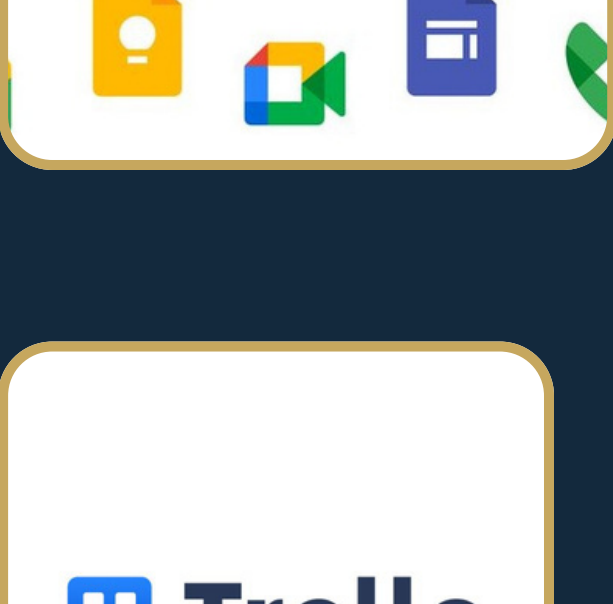

Process: I booked flights and hotels and suggested experiences aligned with the client's hobbies, anticipating needs before being asked.

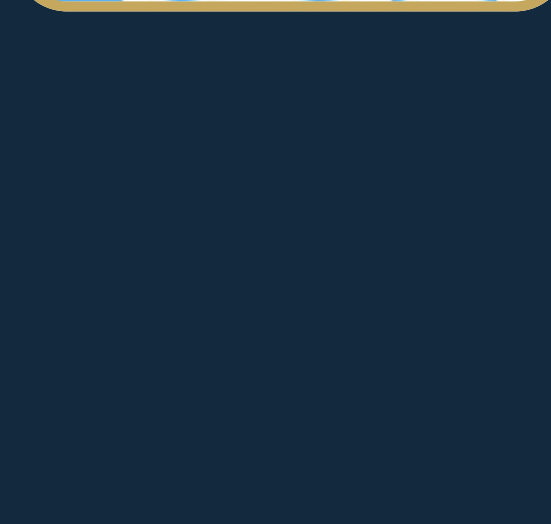
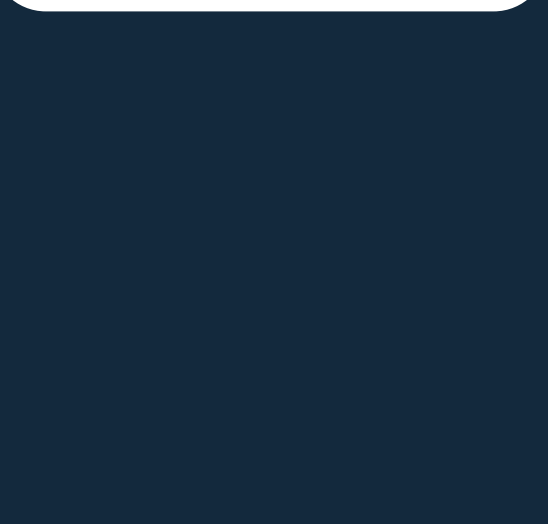


Outcome: Stress-free travel, no missed meetings, and enhanced trips with personalized touches.


Click Here to View Other Projects

Workflow Tools

These are the tools I use to stay organized, solve problems, and deliver results efficiently







Why Work with me

- I help business owners save time, reduce costly mistakes, and run their operations smoothly.
- I don't just complete tasks – I create systems that keep your business organized, consistent, and reliable, so **work gets done right the first time, without the need for constant follow-ups or micromangement.**
- I reduce risk by following documented processes, double-checking details, flagging issues early, and respecting confidentiality and deadlines – giving you peace of mind and the freedom to focus on growth.

Listen to My Customers

My work is focused on one thing: eliminating chaos. I create structured workflows, reliable systems, and seamless support so nothing slips through the cracks

Lucy's attention to detail and disciplined task tracking kept projects on schedule with clear communication.

Daniel Cliffe

Project Manager


Before working with Lucy, my inbox was overwhelming and important emails kept slipping through. She designed a priority-based system that made it immediately clear what needed attention and what didn't. Follow-ups stopped getting missed, and email no longer felt chaotic.

Jane Weiss

Head of Operations

Get In Touch

Your Next-Level Support Starts Here – Reach out and let's make your schedule and tasks effortless.



Book a Discovery call Today!

