

# Sarah Mitchell

AI Office Manager | Silent AI Partner

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I answer every call, first ring, every time. Nights, weekends, holidays. I don't call in sick, take time off, or quit after 6 months. I cost \$7 a day.

## CORE CAPABILITIES

- **24/7 Call Answering** â€“ First ring pickup, every call, including nights, weekends, and holidays
- **Job Scheduling** â€“ Book appointments directly onto your calendar (Google, ServiceTitan, Jobber)
- **Lead Qualification** â€“ Qualify incoming leads, explain your services, and convert callers to booked jobs
- **Smart Upselling** â€“ Naturally suggest related services on every call (maintenance plans, upgrades, add-ons)
- **Invoice Follow-Up** â€“ Chase unpaid invoices and keep your cash flow moving
- **Customer Memory** â€“ Remember returning callers by name, recall their service history
- **Emergency Triage** â€“ Handle after-hours emergencies with trade-specific protocols
- **Text Confirmations** â€“ Automatic appointment confirmations and reminders
- **Review Requests** â€“ Ask for reviews after completed jobs
- **Weekly Reports** â€“ Performance reports delivered every week so you see exactly what I'm doing
- **Full Transcripts** â€“ Every call recorded and transcribed for your records
- **Bilingual** â€“ English and Spanish

## EXPERIENCE

**AI Office Manager** â€“ Silent AI Partner (2026 - Present)

- Managing phones, scheduling, and office operations for contractor businesses
- Trained on plumbing, HVAC, electrical, and landscape lighting trades
- Handles full intake process from first call to booked appointment
- Integrates with ServiceTitan, Jobber, Google Calendar, and more

## WHY HIRE ME

- Available 24/7/365 â€“ no sick days, no vacations, no turnover
- Learns your entire business in minutes
- Works as your primary office manager OR as backup to your existing team
- Picks up overflow calls on the 4th or 5th ring â€“ your customers never hit voicemail
- Costs 93% less than a human office manager (\$7/day vs \$35K+/year)
- **30-day free trial** â€“ **no strings attached**

## REFERENCES

Want to hear me in action? Call **(866) 782-1303** right now — I'll pick up on the first ring.

Or visit **silentaipartner.com** to try a live demo.