

STEPHANIE HANSEN

OWNER, ADMINISTRATIVE
CONSULTANT, AND HEAD
PROBLEM SOLVER

I help solopreneurs and small businesses with ecommerce, administrative, and other tasks, so you can concentrate on the work you do best, become more efficient, and grow your bottom line.

Need help with your *ecommerce and course listings*, extra eyes on your *endless sales copy*, or someone to work with *customer inquiries*?
I can do that!



CONTACT

Need help? Have questions?

 steph@clearchoicevirtual.com

 clearchoicevirtual.com



Making Business Easier

Ecommerce/Course Support

- Add/Edit Shop Listings in Etsy, Shopify, etc.
- Make Graphics for Products
- Set Up Products/Courses in Learning Platforms
- Add/Edit Course Modules
- Support on Live Q&A Calls and Workshops
- Edit Administrative Portions of Platforms

Customer Service Support

- Processing Orders and Refunds
- Handling Routine Customer Inquiries / Follow-Up
- Updating Customer Files & Information
- Approving Membership Community Requests
- Handling Customer Login Issues
- Managing Membership Programs

Administrative Support

- Email Management
- Calendar Management
- Contacts Management
- File Management
- Creating Documents (Letters, Reports, etc.)
- Online Research

Proofreading / Copy Editing

Proofreading and light copy editing of:

- Ebooks (fiction and nonfiction)
- Blog posts • Sales Copy • Websites

Other services may be available, just ask!

Platform Experience

- ThriveCart
- Shopify
- Kajabi
- Everlesson
- Etsy
- Zaxaa
- PayKickstart
- ConvertKit

Skills

- 25-year paralegal
- Organizational wizard
- Superb work ethic
- Excellent communicator
- Independent self-starter
- Quick learner
- Deadline-focused
- Creative

Sample Current and Past Projects

- Oversaw multiple program launches, including sales pages, checkout cart set-up, webinars, bonus delivery, and timelines
- Provide day-to-day project oversight for ongoing program sales and customer satisfaction
- Manage various membership programs, with manual monthly deliverables
- Manage shifting and competing priorities and resolve conflicts involving scheduling and resources
- Monitor and update multiple projects on a daily basis
- Proactively identify and mitigate project and program issues
- Scheduled quarterly webinar series for six years for weekly Q&A of ongoing coaching program and manually added carryover members, as well as attended to assist coach with questions

Sample Testimonials

- ...you're insane in the best way possible...
- You are my freaking HERO. But you know that. THANK YOU!
- ...the work you do is exceptional...
- ...you're amazing as always, THANK YOU!
- Thank you - it looks perfect as expected.
- If you need a trustworthy and competent VA to help with your business tasks, Stephanie is your person!
- ...incredibly organized, and able to keep everyone focused and on task.
- ...represented my company and me in the best light possible...
- Her work on my behalf has been thorough, accurate, and insightful.
- ...she's been my most important business asset - my right hand AND my left.
- ...very well prepared and organized for anything that comes up...
- ...instrumental in transforming rough drafts into publication-worthy books...