

# ABOUT

Welcome to Hello Lou Virtual Support! I'm Louise West and I'm a virtual assistant providing administration support and social media management to time-starved business owners.

If you're ready to work on your business instead of in it, and have more free time, *you're in the right place.*

I can help you escape the weight of wearing *all* the hats, so you can enjoy the most important things in life, while making money and running a profitable business.

I'm a virtual assistant (VA) because I'm passionate about helping my clients succeed. If you're a small to medium business owner, I'll gladly handle your time-consuming tasks so you can work on the stuff you love.

## As well as a range of VA skills, you'll also get:

- A professional, reliable and personalized service
- Great communication and super-fast turnarounds
- Affordable hourly rate – only pay me for the time you need



When it comes to experience, you're in good hands. Before launching Hello Lou Virtual Support in 2019, I spent over 7 years as an Administration Officer, organising and managing the workload of companies across Brisbane. Before this I worked in the advertising, retail, art and farming industries as I travelled across the world from the UK, Europe, Canada, South America and Asia. Working as an office assistant, and in these other industries made me realise helping others was the thing I enjoyed the most, so when I had my kids, I decided to leave the corporate world and provide virtual support to clients from home.

Over the years I've learned how to stick to deadlines, keep clients happy, and produce excellent results under pressure.

As a virtual assistant, I've used that experience to help businesses not only survive but thrive.

Now, I build collaborative relationships with business owners leaving them free to do what they do best.



## But who am I really?

When I'm not busy working as a VA I'm a mum to Delilah and Eli. I love family outings to the beach and markets but I am also quite content at home listening to music or catching up on my favourite Netflix and Stan TV series.

A typical day for me starts with a 6am wakeup followed by breakfast, child care drop off, then a quick house tidy before stepping into my office to start my working day. Before I know it it's mid afternoon and time to start dinner before collecting the kids from child care. Then a mad rush of play, dinner, bath, stories and bed! Phew! It can get hectic at times but I love that I can be there for my kids and also do something for myself that I am passionate about!

So, now that you know a little bit about me let's get to know you! Book in for a chat today or have a look at my services below:

LET'S CHAT

SERVICES