

## Virtual Assistant:

### Bio:

Hi again my name is Hazel and I am a virtual assistant that can help you manage both sex work related tasks and non sex work related tasks. I am fairly new to the sex work field however I have worked in Administrative and Customer Service focused positions for the last 10 years. I am also a Smut lover and writer so if you are ever having a hard time writing up a scene or need some help re-wording or editing please feel free to send it my way. I am more than happy to do editing and writing work. As I mentioned in the ad I am focused more on helping you get set up or helping maintain your existing social media and or Onlyfans, patreon or whatever platforms you are using. I work a lot with Snapchat, Whatsapp and Linktrees so if those are ways that you are wanting to communicate with your client base I can help you get those set up. I have lots of video ideas and spend a lot of time looking at trends across multiple social media platforms as well as reading articles and watching videos on how to improve social media outreach to make sure that we are getting good natural growth and that we are attracting our Target Market. Maybe you started your OnlyFans as a hobby and suddenly it's poppin off because you are slaying. Let me help you manage the business side of things and give you input that can help you manage and expand your business.

### Tasks and To Do Lists:

Often when I am working with my manager I will call her almost as an accountability partner. Sometimes you just need to find time to work and it's hard when you are working from home and working for yourself. People sometimes see you working on your computer and assume that you're not actually as busy as you are so having someone that you can schedule a meeting with someone that you can bounce ideas off of and work alongside with even if it over zoom or facebook messenger having that meeting set can really help you carve out time in your day as well. Even if I am helping you do personal tasks as well. I am a huge fan of To do lists and use them constantly in my business and personal life to make sure that I am meeting the goals that I am setting for myself. In our first meeting and any subsequent meetings I really like to start off by setting a to-do list and giving an estimation of how long I feel like that specific task will take to complete. I think this gives us a better idea of what our day will look like and helps us stay focused on our goals as a team.

### Flexible Schedule:

I totally understand that not everyone operates on a typical 9-5 schedule and even I sometimes find myself staying up late working or getting up early to make sure a task is completed. If your schedule falls outside of that 9-5 please don't worry I am always looking to accommodate and can work a variety of hours so just let me know when you would need to meet and I will make it work.