

1st Peter 4:10

WELCOME!

# SIMPLICITY VIRTUAL ASSISTANCE

I help you scale your creative genius by managing anything that doesn't make you want to sing and dance.

VIRTUAL CONSULTING

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WELCOME!

# THE SIMPLICITY V.A



## ANA SANTANA-GARCIA

BUSINESS SUPPORT SPECIALIST & ADMIN EXPERT

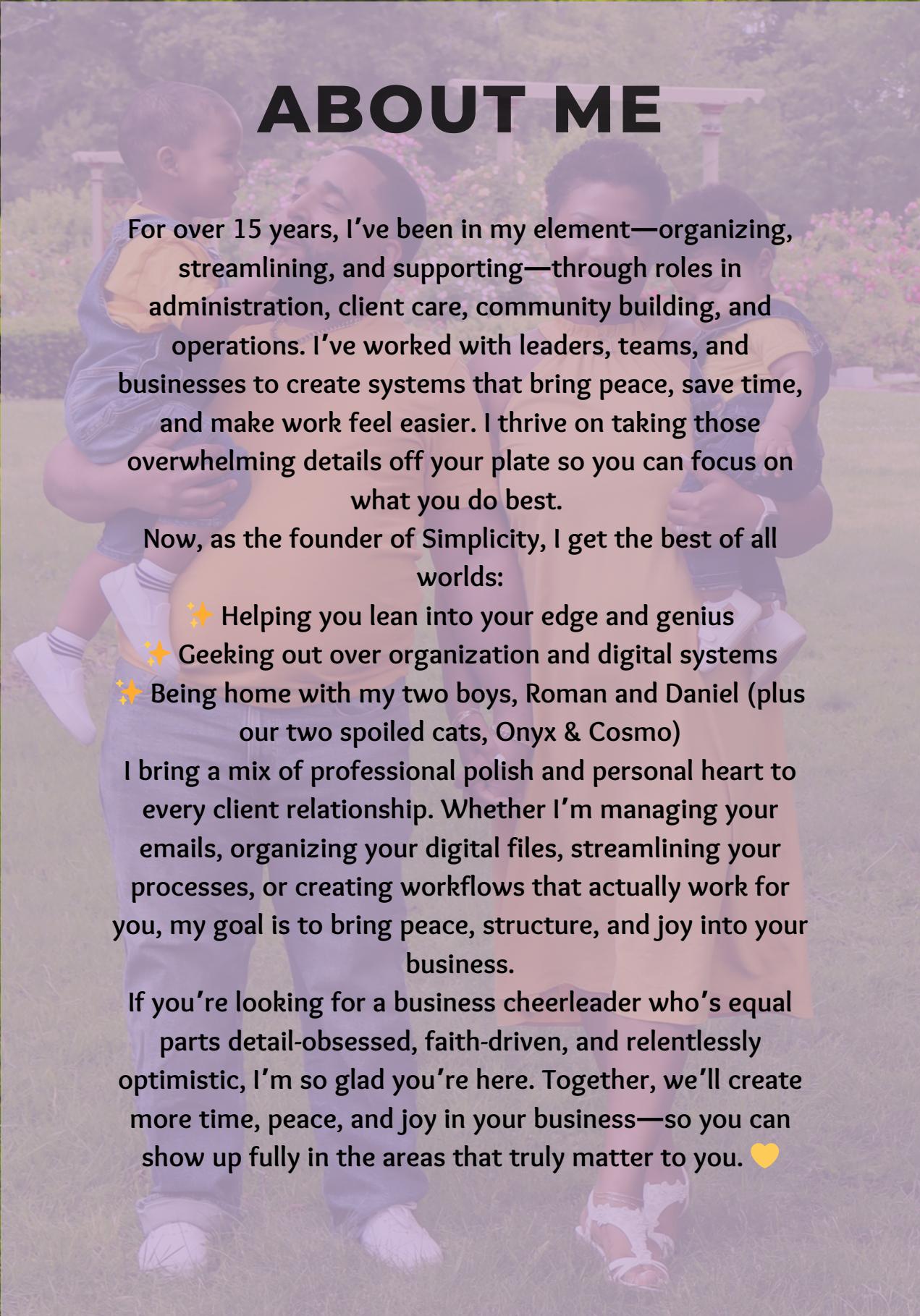
Picture it—your business, running with peace, order, and joy 😊

Hi, I'm Ana, founder of Simplicity and your business's very own Golden Girl. With 15+ years of admin experience, a heart for serving, and a gift for turning clutter into clarity, I help you reclaim your time, energy, and

God-given focus. From inboxes to systems, I bring lavender-and-lemonade 🍋 calm to your workflow—sprinkled with a dash of humor and a whole lot of heart. You focus on your calling, I'll keep the details in divine order. ❤️

2nd Corinthians 9:8

# ABOUT ME

A photograph of a man with dark hair and a beard, wearing a light-colored t-shirt, holding two young boys in a park. The man is smiling and looking at the boys. The boys are also smiling. They are standing on a grassy area with trees and flowers in the background.

For over 15 years, I've been in my element—organizing, streamlining, and supporting—through roles in administration, client care, community building, and operations. I've worked with leaders, teams, and businesses to create systems that bring peace, save time, and make work feel easier. I thrive on taking those overwhelming details off your plate so you can focus on what you do best.

Now, as the founder of Simplicity, I get the best of all worlds:

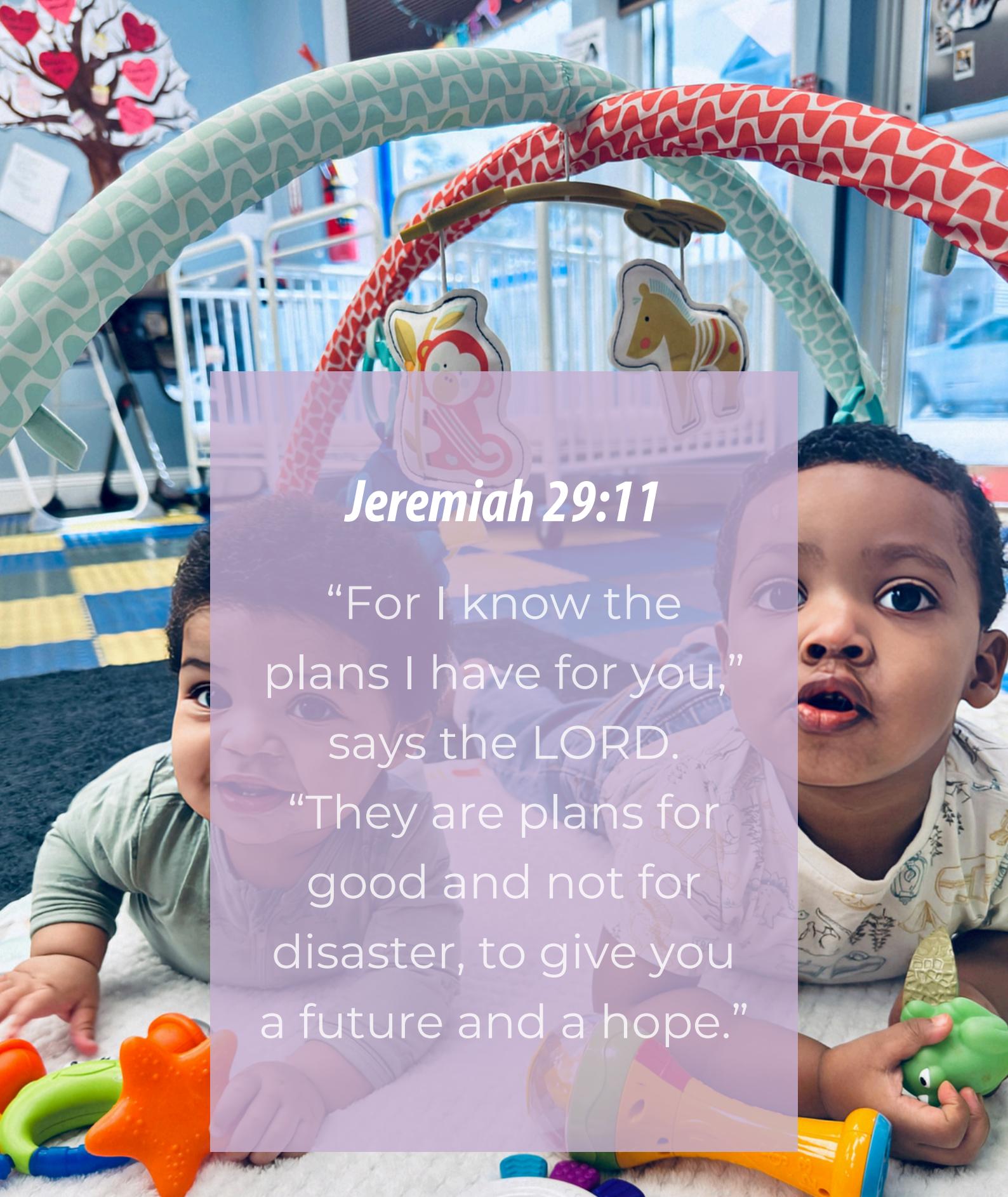
- ★ Helping you lean into your edge and genius
- ★ Geeking out over organization and digital systems
- ★ Being home with my two boys, Roman and Daniel (plus our two spoiled cats, Onyx & Cosmo)

I bring a mix of professional polish and personal heart to every client relationship. Whether I'm managing your emails, organizing your digital files, streamlining your processes, or creating workflows that actually work for you, my goal is to bring peace, structure, and joy into your business.

If you're looking for a business cheerleader who's equal parts detail-obsessed, faith-driven, and relentlessly optimistic, I'm so glad you're here. Together, we'll create more time, peace, and joy in your business—so you can show up fully in the areas that truly matter to you. 

## *Jeremiah 29:11*

“For I know the  
plans I have for you,”  
says the LORD.  
“They are plans for  
good and not for  
disaster, to give you  
a future and a hope.”



Colossians 3:23

# MY PROMISE TO YOU

## **Timely responses:**

I understand that time is money and will respond within 24 hours or less to all texts, emails and phone calls.

## **Relentless Effort:**

I will always put 100% of myself into my work for you!

## **Deadlines:**

You will never have to worry about a looming deadline again!

## **Positivity:**

You will be met with enthusiasm and a glass-half-full attitude. Always.



# ANA SANTANA GARCIA

BUSINESS SUPPORT  
SPECIALIST &  
ADMINISTRATION EXPERT

## / CONTACT

+1401-484-7181  
info@thesimplicityva.com  
Providence, RI

## / EDUCATION

**Associates,**  
**General Studies**  
Community College of RI  
2018

**Associates (Unaccredited),**  
**Biblical Studies**  
Christian Leadership University  
2019

**Certificate,**  
**Human Resource Management**  
Bryant University  
2025 (4/6 courses completed)

## / SKILLS

- Project Coordination
- CRM Management
- Client/Vendor Management
- C-Suite Support
- Conflict Resolution
- Calendar/Scheduling Management
- Bilingual: Fluent English & Spanish

## / TECH PLATFORMS

- Connecteam
- Canva/VistaPrint
- Dropbox/iCloud
- Quickbooks/InvoiceSimple
- Zoom/Calendly
- Google/Microsoft Suite
- Remote Notary (47 States)
- Social Media Platforms
- Payhip/Wordpress

## / PROFILE

“Friendly and dependable support professional with skills in organizing digital files, managing calendars and emails, and keeping communication clear. I enjoy helping businesses and families stay organized by creating systems that save time and make life easier.”

## / RELEVANT EXPERIENCE

### **Founder | Simplicity Virtual Assistance**

**May 2019 - Present**

I support small business owners, nonprofits, and ministries by streamlining daily operations and organizing digital systems. Provide tailored virtual assistant services—including admin support, file management, social media, and client communication—to boost efficiency, productivity, and business growth.

### **Member Services Rep. | Neighborhood Health**

**July 2023 - September 2025**

I provided both customer-facing and admin support. Assisted members and providers with inquiries, case documentation, and scheduling while ensuring compliance with HIPAA standards. Supported executives and teams with data entry, and file organization, streamlining daily operations.

### **Site Coordinator | El Bebe Daycare Center**

**August 2017 - February 2023**

Managed daily operations, staff, and scheduling to ensure a safe and nurturing childcare environment for two locations. Oversaw compliance, parent communications, and child development support while coordinating activities and maintaining records.

### **Staff in Charge | El Bebe Daycare Center**

**August 2015 - August 2017**

Oversaw daily childcare operations, supervised staff, and ensured compliance with safety and licensing standards. Coordinated activities, maintained records, and served as the main point of contact for parents.

# WHAT DO YOU NEED HELP WITH?

1

## ADMIN ASSISTANCE

Calendar management, customer support, data entry, email management, order fulfillment, market research and booking travel.

2

## CONTENT CREATION

Copywriting, editing, proofreading, online course building, slide deck creation, webinar setup or hosting, and website updates.

3

## SOCIAL MEDIA MANAGEMENT

Content creation, post scheduling, account engagement, editorial calendar maintenance, email marketing, automations and sequences, and Facebook page and group management.

4

## RECRUITING & HR

Writing and posting job descriptions, sourcing active and passive candidates, screening applicants, negotiating offers, and conducting onboarding.

5

## PERSONAL ASSISTANT

Travel planning and arrangements, transportation and reservation coordination, personal calendar management, appointment coordination, and gift shopping and shipping.

# THE GOLDEN COLLECTION

Additional hours will be charged at \$35 per hour

\$500



## STARTER TIER - "THE ROSE" 🌺

Sweet, approachable, and perfect for new clients who need a kind helping hand.

***Includes:***

- 10 hours/month of VA support
- Basic email management
- Calendar scheduling
- Light digital file organization
- Simple customer service replies

\$1000

## GROWTH TIER - "THE DOROTHY" 📈

Smart, reliable, and ready to whip your business into shape with no-nonsense organization.

***Includes:***

- 20 hours/month of VA support
- Full email inbox management
- Calendar + travel booking
- Client onboarding/offboarding assistance
- Project & task tracking setup (Trello/Asana/Notion)
- Document/file system organization



\$2500



## VIP TIER - "THE BLANCHE" 💃

Bold, glamorous, and giving your business the full VIP treatment

***Includes:***

- 40 hours/month of VA support
- Everything in Growth Tier
- Social media content scheduling
- Client follow-ups & lead tracking
- Custom SOP creation
- Monthly analytics & productivity report

!! unused hours do not roll over to the next month !!

Psalm 128:2

SIMPLICITY VIRTUAL ASSISTANCE

# SHADY PINES RETIREMENT

Designed so you can start stepping away permanently from the busy work.

## Online Business Management Support

Custom packages available upon request.



### THE ROSE LATTE

This monthly retainer package offers client support and experience, social media management, content creation, basic operations support, team leadership assistance, administrative tasks, and light financial tasks to provide fundamental assistance in streamlining your business.

**\$850/MO**



### THE DOROTHY ESPRESSO

With a focus on client support and experience, advanced social media management, content creation, enhanced operational support, team leadership coordination, administrative tasks, and light financial services, this monthly retainer package provides a boost in productivity and engagement for your growing business.

**\$1500/MO**



### THE BLANCHE CHEESECAKE

This comprehensive monthly retainer package includes premium client support and experience, full-scale social media management, content creation, in-depth operational support, team leadership and project management, administrative tasks, and advanced financial services for a complete solution to optimize your business's performance and growth.

**\$3000/MO**

SIMPLICITY VIRTUAL ASSISTANCE

# "SOPHIA'S SPECIALS"

QUICK, WITTY, AND GETS RESULTS IN RECORD TIME.

~ AVAILABLE AS ADD-ON'S OR STAND ALONE SERVICES ~



## ★PICTURE IT, SICILY★

Quick Research & Reporting

All you have to do is picture it because the research is already done for you.

- Customized research on one topic or goal.
- Data collection and organization.
- Analysis and insights.
- Presentation ready report.
- Multiple delivery formats available.

## ★CHEESECAKE CHAT★

Monthly Strategy & Productivity Session

- Basic \$150: Strategy Call + Action Plan
- Standard \$250: Basic + Mid-month checkin + Templates
- Premium \$400: Standard + Priority Support + Mini training

## ★THE GOLDEN UPGRADE★

Picture it—your business, running smoother than Blanche in heels.

- Systems Audit – I review your current workflows, tools, and processes to spot bottlenecks and chaos zones.
- Workflow Redesign – Clear, step-by-step processes that make tasks faster and easier.
- Tool Optimization – Streamlining your current platforms or recommending better options.
- Automation Setup – Reduce repetitive work with smart automations for emails, scheduling, and more.
- SOP Creation – Easy-to-follow "how-to" guides so tasks can be handled consistently (by you or a team).

# Scriptures

## Foundation...| Peter 4:10

God has given each of you a gift  
from his great variety  
of spiritual gifts.

Use them well to serve one another.

## Psalm 128:2

You will enjoy the fruit of your labor.  
How joyful and prosperous you will be!

## Colossians 3:23

Work willingly at whatever  
you do, as though you were  
working for the Lord rather  
than for people.

## Joshua 1:9

This is my command—be strong  
and courageous! Do not be afraid  
or discouraged. For the Lord  
your God is with you wherever  
you go."

## Jeremiah 29:11-13

For I know the plans I have for  
you," says the Lord. "They are  
plans for good and not for  
disaster, to give you a future and  
a hope. 12 In those days when you  
pray, I will listen. 13 If you look for  
me wholeheartedly, you will find  
me.

## About Me

## Colossians 2:6,7

And now, just as you accepted Christ  
Jesus as your Lord, you must continue to  
follow him. 7 Let your roots grow down into  
him, and let your lives be built on him.  
Then your faith will grow strong in the  
truth you were taught, and you will  
overflow with thankfulness.



# NICE TO MEET YOU!

I cannot wait to learn more about your business and its needs.

If you are ready to reclaim your time for the things that bring you joy and ROI, let's chat.

[INFO@THESIMPLICITYVA.COM](mailto:INFO@THESIMPLICITYVA.COM)