

PORTFOLIO 2022



KIMTHOMSONVA.COM

I Love the tasks you hate!

So you can focus on the tasks YOU love!



My name is Kim Thomson! I am a Virtual Assistant based in Forth Valley, Central Scotland and I support businesses across the UK by taking care of those time-consuming but necessary to-dos.

I established KTVAS because I genuinely love the tasks many people hate or find tedious and overwhelming and one of my favourite things to do is be helpful!

I am personable, highly self-motivated, relish a challenge and have a creative attitude to problem-solving. I am a quick study who is able to also promptly find the resources to learn what I don't know and put it into action. I pride myself on my can-do attitude which was honed over 17 years working in medical administration. My work in various areas of healthcare has taught me about working within a tight time frame, communication skills, prioritizing tasks and ensuring confidentiality while providing service with a calm and balanced approach. I also have an extensive understanding of medical terminology and a keen eye for detail. Additionally, I have 11 years of experience in online group management and over 16 years of background in creating text and visual content for websites.

Most importantly, I am passionate about providing a friendly, flexible service that utilises my unique skill set to allow business owners to reclaim their time and focus on the tasks that will most directly benefit their business.

I believe that administrative processes should be creative and flexible to provide your company with the necessary framework to support it as it grows. This is why I provide each of my clients with an individualized service based on the specific needs of their business.

Thank you for taking the time to consider my services and please feel free to reach out if you have any queries.

- KIM THOMSON

SERVICES

WORKHARD
ANYWHERE
IMAGE BY ALEX RODRIGUEZ



SERVICES INCLUDE:

E-mail Services

- Inbox Tidy-Up: Daily/weekly and monthly options on a one off or recurring basis.
- Sending or responding to E-mails: Creating e-mails or using templates to respond to your e-mails.
- Writing Marketing e-mails: From Outlook or Gmail or from Mailchimp or Hubspot.
- Creating systems and rules
- Create contacts lists
- Lead follow up service
- Invoice sending/Thank you for your payment service
- Thank you and Reminder e-mails

Calendar & Diary

- Calendar Management
- Confirmation and Booking Appointments
- Reminders, organizing meetings, conferring with others to fill diaries
- Daily itinerary/schedule emailed 12 hours before
- To-Do list reminder service

Phone services

- Voicemail management
- Appointment reservations, confirmations, rescheduling, cancellations, help-desk service
- Making outbound calls to clients/customers
- Communicating between contractors, subcontractors, and clients
- **No Inbound calls service available**

SERVICES

WORKHARD
ANYWHERE
IMAGE BY ALEX RODRIGUEZ



SERVICES INCLUDE:

Community/Online presence management

- Set up/Manage social media accounts
- Blog Management including writing posts, answering comments
- Facebook Group/Page management
- Establish, organize or grow your Community
- Respond to comments/answer questions/send out more information on your ads or social media.
- Create & schedule social media posts

Content Creation (using your materials or mine)

- Create Newsletters, emails, letters, blog, and social media content
 - Technical writing - FAQ's, How to's
 - Bios
 - Reviews
 - Portfolios
 - Press release
 - Editing Services, Proofreading, Copy-writing
 - Preparing Slideshows for Webinars or Presentations
 - Research on topics for blog posts, newsletters, etc.
 - Build your content into a course on eg Podia.
- Please see **KimThomsonVA.com** for full services provided list and if you would like something which isn't mentioned please let me know.

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Social Media Content

Three Week Fatigue Rescue



Feel hopeful about the future again!

My **three week interactive course** provides you with all the **help and support** you need to feel well on your way to **copng more consistently & predictably**, with your fatigue symptoms in **less than a month!**

Receive helpful guidance and support on **how to crack pacing once and for all**, and guidance on topics such as sleep, nutrition, exercise and most importantly of all - **how to cope better** on those difficult emotional days!

You'll leave knowing that you've got a personalised approach that will help.

Book Now!
Next intake starts Tuesday 15th February!
Only a few spaces left!

PAMELAROSE.CO.UK



INTERNATIONAL Women's Day

8 march 2022



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HOW TO ACHIEVE A SUCCESSFUL RETURN TO WORK.

With : Pamela Rose

- How to know if you're ready to start contemplating a return.
- How to approach your employer with regards to a phased return.
- How to use Occupational Health to help rather than hinder your return.
- How to ensure Day 1/Week 1 goes well
- How to consider a career change (if required).



£10

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Flyers

Equine Facilitated Psychotherapy

One day work shop led by Mike Delaney

This workshop will include both reflective and active experiences with our horses, and aims to provide practical insight into the field of EFP/L while facilitating a profoundly personal experience for each person.

Cost £350 Lunch & Refreshments inc
Please dress warmly

Limited Availability
Book soon to avoid disappointment.



Oakridge Farm
Saturday 18th September 2021 0930 - 1600

MIKE DELANEY

Reg MBACP, RNMH, RMA

Senior EFP/L Practitioner and Trainer at LEAP.

info@mikedelaney.co.uk 44 (0)7733 120648



Registered Member 146908
MBACP



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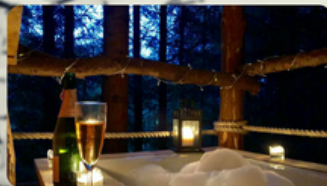
Marketing Materials

DREAMCATCHER CABINS



THE ONLY FOOTPRINT
WE LEAVE

IS IN THE SNOW



MINIMUM ENVIRONMENTAL IMPACT. MAXIMUM GUEST SATISFACTION.

CO₂



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Presentation/Webinar Slides

HOW TO ACHIEVE A SUCCESSFUL RETURN TO WORK!

*My 45min Webinar will help to guide you through 5 priority areas
that will help you to navigate your return to work.*



BUY NOW - £10

pamelarose.podia.com/courses/return

And much more!

REVIEWS

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IMAGE BY ALEX RODRIGUEZ



"If you are looking for a reliable, relatable, and proactive VA then Kim should be your first choice. I can trust Kim to follow up on all tasks within the timescales agreed. She is very easy to work with and is responsive to the various requests I have, working with me to find solutions to my admin needs. Working with Kim has been one of the best decisions I have made for my business, I couldn't rate her more highly."

**Susan Anderson | Business Owner
Anderson Educational Assessment**

"Kim's work is amazing, I would highly recommend her services! She is also a very warm and friendly person. Kim is knowledgeable, professional, and she always goes above and beyond."

**Sara Urbanczyk | Business Owner
S.U Beauty**

"Kim quickly earned my admiration and respect. She's digitally savvy, and if she says she's going to do something, she does it. Kim has an outstanding work ethic, always goes the extra mile, and consistently produces superior quality work. She's patient at answering questions and provides timely follow-up. As an added bonus, she's genuinely warm and a true delight to work with. She's the perfect combination of intelligence and superior customer service and although she's quick to share credit, her leadership and integrity are the true foundation to our community's success. If another opportunity arises to collaborate on a project, I will eagerly do so without reservation. She's rock solid and worthy of the trust that has been granted."

Dr Jen Brandt | USA



REVIEWS

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"I've known Kim for over three years. Together we have been part of a team of moderators for an international online support group. Kim has been responsive and innovative, often leading our team in setting up new features and streamlining processes.

Kim has excellent communication skills and is skilled at negotiation. Kim is someone I regard as having high ethics and is someone I personally trust."

Fleur Grant | Piano tuition Entrepreneur

"Kim is a hard-working, team player. I have worked with her for 9 years and have never found her anything but approachable, friendly, and helpful. Kim is a great timekeeper who pays close attention to detail and is always happy to pass on her knowledge to others."

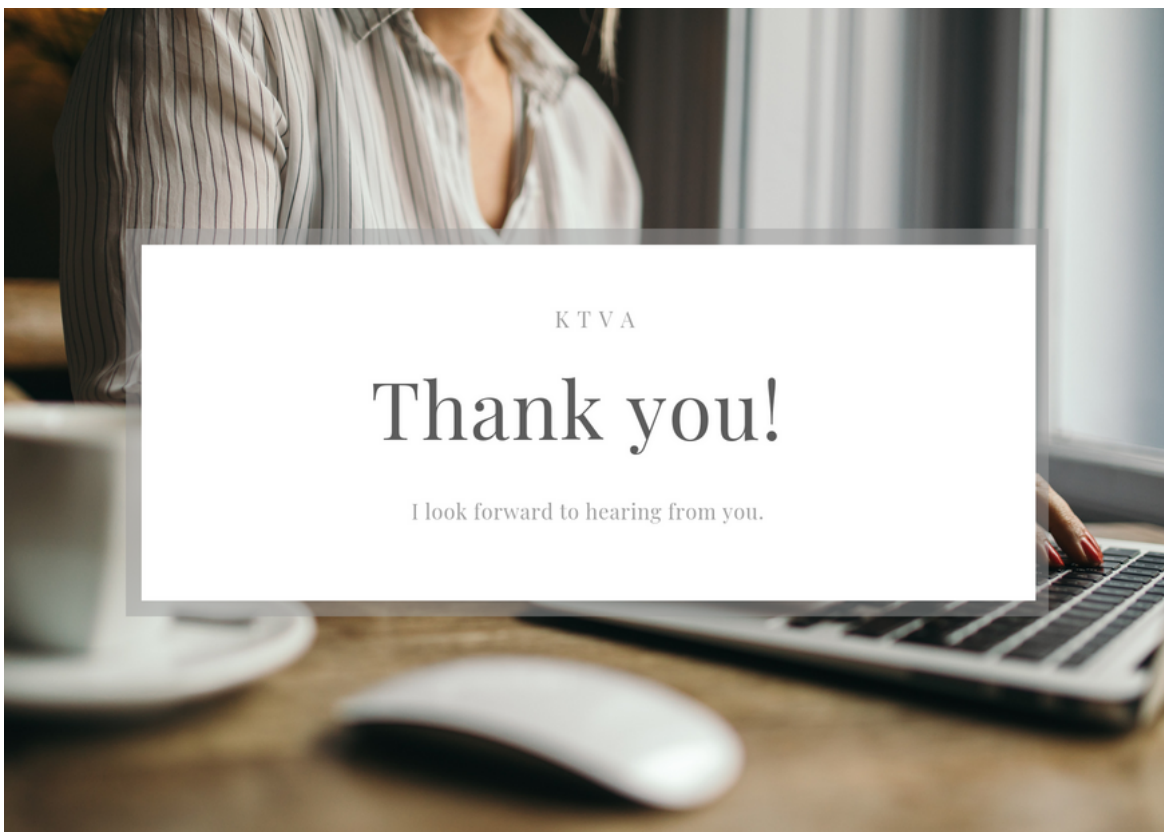
Carol Campbell | NHS Colleague

"I have worked with Kim Thomson on and off for several years, as admin for a Support Group on social media. Kim breathed new life into the group when she took the reins after the previous admin abandoned their posts. Kim has worked hard to connect the members who are spread worldwide. Her leadership style of calm and focus has also been the driving force behind a new team of moderators that gel as a group."

Nick Clayton | Chartered Accountant Business Owner

"Kim has a talent for making people feel at ease. She is enthusiastic, personable, and trustworthy. I would recommend Kim to everyone as she is wonderful to work with and has so much patience."

Amanda Connal | Friend & Previous Client



IF YOU HAVE ADDITIONAL QUESTIONS, YOU MAY CONTACT
[Hello@KimThomsonVa.com](mailto>Hello@KimThomsonVa.com)