



Welcome!



Hiii! I'm Pam

FOUNDER OF
TIME CREATOR
ADMINISTRATIVE SOLUTIONS

Pam Walrod, Founder of **Time Creator Administrative Solutions** here. Are you ready to get some of those tasks off your plate and focus on business expansion and growth? I can help with that.

Time Creator Administrative Solutions is an administrative assistant services company, built to serve YOU. I believe in the super power of working “behind the scenes” creating more time in your day one task at a time.

I am an ex-corporate gal of over 30 years. Since my first job over 35 years ago, I’ve always been the “go to gal” for business organization, tech questions and administrative “behind the scenes” services. In my corporate career, I have been an executive assistant to CEOs, COOs, directors, and managers as well as have been in marketing, community relations, and public relations roles.

I am here to help you “get the work done.” As a business owner, your main responsibility is to focus on building your business and creating the business of your dreams. I can provide the technical work to make that happen easier for you. Let’s get your business running like clockwork because time is an asset you don’t want to waste.

Check out my services and portfolio in the next few pages. I can’t wait to work with you!

Pam



How Can I Help?

INBOX MANAGEMENT

Reading, writing, and sending emails, creating folders, creating filters to keep you organized; Custom email signature design

FILE MANAGEMENT

Organizing your digital files and setting up a folder and file naming system for easy access to streamline your workflow

CUSTOMER SERVICE & CRM MANAGEMENT

Providing professional and friendly support and management systems to keep your customers happy and loyal

CALENDAR & SCHEDULING

Managing your appointments and meetings efficiently to maximize your productivity and making it easy for clients and customers to schedule with you

EMAIL NEWSLETTERS

Creating eye-catching, value packed newsletters that are branded to your business

COMMUNITY MANAGEMENT

Engaging with your audience to ensure your members are receiving valuable resources and their questions are answered quickly

CREATING EBOOKS, DOWNLOADS & COURSE MATERIALS

Developing valuable informational documents for your audience that have professional and branded designs; Uploading videos and content to your Blog or social media platforms

WEBSITE MANAGEMENT

Keeping your website fresh and functional, from landing pages, opt in forms, and workflows to sales funnels that convert

AUTOMATION

Helping you streamline repetitive tasks to help you save time and energy

PREPARING SLIDESHOWS & PRESENTATIONS

Creating engaging and professionally branded slides for your webinars or presentations



How Can I Help?

CREATING REPORTS

Developing reports to track and manage various aspects of your business

SOP CREATION

Reviewing and documenting your processes and developing SOPs that provide a step-by-step process for consistency and efficiency

RESEARCH

Research on topics for business analysis, your blog, newsletters, marketing, etc.

EVENT MANAGEMENT

Planning, organizing, and managing your events virtually from start to finish for a seamless experience

OTHER SERVICES

If you don't see a service you are looking for, just ask!

