



Soaring Solutions

KIM BYRNS • VIRTUAL ASSISTANT



How I Can Help

I help business owners and solo professionals with their admin details, communication, and online presence so they have more time to focus on the work and life they love.

About Me

Hi, I'm Kim! I love getting things done—and doing them *well*.

With a business education and 30 years of experience in marketing and online communication, I bring expertise and confidence to every task and challenge.

I revel in learning and problem-solving. If I haven't "been there, done that," no worries; I'm ready to dive in!

I have a supportive spouse, two delightful dogs, and three amazing adult daughters. I believe in the power of gratitude and high-protein snacks. I'm also a ringette enthusiast, volunteer, and official!

Contact Me

Tell me about your specific needs and let's see if we're a good fit!



| [Book a free 30-minute call](#)



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What I Can Do

Communication

- Proofreading, editing
- Copywriting, technical writing
- Document processes, SOPs
- Create user guides
- Write in plain language
- Design and format documents
- Research topics and content
- Create simple graphics
- Ensure consistency

Marketing and Social Media

- Set up email marketing platform
- Enter and format content
- Test and schedule email campaigns
- Create newsletter templates
- Prepare and publish newsletters
- Plan and schedule posts
- Track engagement
- Create profile and banner images
- Repurpose blog or newsletter content

Websites and Administrative Support

- Update, edit, and create websites
- Set up domains, hosting, and custom email
- Update and improve web content
- Fix broken links and usability problems
- Data entry, cleanup, and analysis
- Organize and clean up email and calendar
- Prepare presentation slides
- Organize digital files
- Provide tech training

Skills

- ✓ Organized
- ✓ Communication
- ✓ Attention to detail
- ✓ Meeting deadlines
- ✓ Critical thinking

>>> and much more!