



VIRTUAL
COLLABORATIONS
WITH EMMA LOUISE

Your Partner in Seamless Business Support & Flawless Events



About Virtual Collaborations with Emma Louise

I specialise in providing top-tier **Virtual Assistant Services and Event Management Solutions** that help businesses and professionals stay organised, efficient, and stress-free. My expertise lies in handling the details so you can focus on what matters most—growing your business and creating impactful experiences.



About Me

I'll be your main point of contact throughout our time working together. With extensive experience in executive support and event management, I'm dedicated to providing a reliable, seamless, and high-quality service. My goal is to be a trusted partner, helping your business run smoothly and your events succeed.

Why Choose Me?



Proven Track Record -

Successfully managed countless projects for industry leaders.



Highly Rated by Clients -

5 star reviews and glowing testimonials.



Professional & Reliable -

Attention to detail and commitment to excellence.

What My Clients Say



Jan Carlyle,
Founder and Event Director, Autumn Live



"Emma is an absolute dream to work with. She is professional, calm, and covers all the details of a project. She is always on point and a delight to do business with."



Steve Cole,
Managing Director, Colehouse Communications



"I wouldn't hesitate in recommending anyone hiring or working with Emma on any project. A safe pair of hands and a generally great person."



My Virtual Assistant (VA) Services

Managing a business can be overwhelming. That's where I come in. **My Virtual Assistant (VA)** services ensure your operations run smoothly, giving you more time to focus on your core business.

What I Offer

- ✓ Calendar & Email Management
- ✓ Document & Report Preparation
- ✓ Social Media Assistance
- ✓ Client Communication & Follow-ups
- ✓ Data Entry & Research
- ✓ Travel & Appointment Scheduling

How to Get Started



1. Book a Consultation – Let's discuss your needs and how I can help.



2. Select Your Services – Choose the level of support that fits your business.



3. Let's Get to Work – I handle the admin, so you can focus on growth!

What My Clients Say



Richard Nugent,
Managing Director, TwentyOne Leadership



"Emma has been a huge asset to my business. She has the perfect balance of professionalism, ease to work with, and provides a gentle challenge to help us grow and perform better for our clients."



Jackie Wilson,
Founder, Brickhouse



"Emma is my 'auxiliary brain,' my accomplice, my backstop. She excels at the things I'm hopeless at and helps me keep the chaos at bay."



Event Management Services

Whether it's a corporate conference, product launch, or private function, Virtual Collaborations with Emma Louise brings your vision to life with precision and creativity. I handle all the logistics, so your event runs flawlessly.

What I Offer

- ✓ Event Planning & Coordination
- ✓ Vendor & Venue Management
- ✓ Budgeting & Timeline Planning
- ✓ On-Site Event Management
- ✓ Post-Event Reporting

How to Get Started



1. **Consultation** – Tell me about your event vision and goals.



2. **Planning & Execution** – I craft a detailed plan and handle all arrangements.



3. **Event Day Management** – Seamless execution to ensure everything runs smoothly.

What My Clients Say



Herb Kim,
Founder, Thinking Digital Conference



"Emma is both highly organised, highly productive & self-managing. I can recommend her highly enough to any future collaborators."



Philip Dyer,
Director, Civikas Ltd



"Emma has brought order to my business. She is super-organised, very professional, and my clients love her."



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Working together to streamline your business and create remarkable events! Reach out today.

With thanks to Thinking Digital, TEDxManchester and Binary Festival for use of event imagery.