



Pam's Projects

Helping Busy Business Owners Create Ease

I get projects checked off your list so you can get back to what you love most.

Wish you had more time to focus on growing your business?

If you are a female entrepreneur looking for help with projects and business support, I provide solutions so you can focus on your "Why!"



How Can I Help You?



Manage Day-to-Day Administrative Tasks

- Business Email / Automation
- Appointments, schedules & calendars
- Maintain customer and team reports
- Agendas / Meetings
- Administrative support

Increase Your Visibility on Social Media

- Set up and manage social media accounts
- Create content and source photos for social media and your brand
- Schedule and maintain social media posts
- Maintain web site



Project Management

- Spreadsheet creation / management
- Reports / Analytics
- Organizing
- Content creation
- Internet research
- Team orientation
- Custom handmade thank you cards
- Thank you and gift management
- Develop marketing materials
- Proofread and edit

Professional Skills / Qualifications

- Over 30 years administrative and marketing/community relations experience
- Excellent follow up skills and detail-oriented
- Strong critical thinking, problem solving, decision making and interpersonal skills
- Able to successfully manage multiple projects, tasks, activities and meet deadlines in a fast-paced environment
- Self-motivated, independent but team oriented, highly focused, strategic and results-oriented
- Canva
- Kajabi
- Wix
- Acuity
- Calendly
- Mail Chimp
- Microsoft Office
- Google Business
- CMS Content Management
- Social Media
- FB Planning / Development / Scheduling



Packages



5 Hour Package

- Initial consultation call
- Mix and match any of the listed services*

\$120 (save \$25)

10 Hour Package

- Initial consultation call
- Mix and match any of the listed services*

\$200 (save \$50)

15 Hour Package

- Initial consultation call
- Mix and match any of the listed services*

\$300 (save \$75)

Need a small project done?

Rates can include one project per week - \$35

Hourly rate starts at \$25 (3-hour minimum)

Complimentary consult calls

*Hours need to be used in a 30-day period

Pam Walrod

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A Little About Me



Hiii! I'm Pam, a crafty, DIY gal at heart with "organizational junky" mixed in. I currently own and operate three online businesses.

I was in the corporate arena for over 30 years in Marketing and Community Relations and was also the administrative / IT "go to" person.

I decided it was time to say goodbye and pursue being an entrepreneur like my mom and to spend more quality time with my son, who's growing up so fast. I'm having the time of my life creating ideas and teaching others to tap into their creative heart and get projects done.

I have a bachelors degree in communications/advertising and a minor in public relations.

I looove watching old TV shows like Murder She Wrote and Emergency, along with other medical and law shows like Chicago Fire, Chicago Med and don't forget Law & Order! I also cry at movies.

I'm a huge Elvis fan who still hasn't visited Graceland but it's on my list. I pretty much love all music - Journey and the Eagles are among my favorites.

I love crochet, cross stitch, card making, stamping, seasonal decor and crafting with mason jars!!! I am a huge organizing guru.

I live in Southern California with my best friend of 19-1/2 years, our 9-year old miracle boy who races go karts competitively and our brother and sister Siamese kitties, Simba and Lucy.

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