

ISLAND VA



Virtual Assistant Services

Portfolio

www.islandva.com



Table of Contents

WELCOME	03
<hr/>	
SERVICES	04
<hr/>	
SAMPLES: SOCIAL MEDIA	06
<hr/>	
SAMPLES: LANDING PAGES	14
<hr/>	
SAMPLES: CANVA DESIGNS	20
<hr/>	
PROJECT SAMPLES	25
<hr/>	
TESTIMONIALS	29
<hr/>	
RATES	30
<hr/>	
WORK WITH ME	31
<hr/>	

WELCOME



I'm NIKKI!

FOUNDER OF
ISLAND VA

Your Creative & Tech-Savvy Virtual Assistant

Hi, I'm Nikki Thompson, a Virtual Assistant originally from the UK, now living on a tropical island in Thailand. With over 15 years of experience as an Admin and Personal Assistant in London, I transitioned to the VA world in 2015, blending my administrative skills with creative and technical expertise.

I specialise in helping solopreneurs and small businesses by offering a unique combination of creativity, tech-savviness, and organisation. From designing on-brand visuals to setting up seamless sales funnels, I'm dedicated to delivering high-quality results that allow my clients to focus on what they do best.

When I'm not working, I enjoy volunteering at a local animal shelter and exploring the natural beauty of my island home.

Let's collaborate to take your business to new heights.

My Services

01



Social Media Management

Grow your brand with my comprehensive social media management services. I specialise in researching and creating engaging content, scheduling posts, running effective Facebook Ads, and designing branded images and videos. My services also include planning and creating engaging posts, and developing strategic content plans and calendars to ensure your social media presence thrives.

02



Email Marketing

Optimise your communication with tailored email marketing solutions. I handle the creation of eye-catching email templates, set up efficient automations and workflows, design compelling newsletters and updates, and manage subscriber lists to ensure your messages reach the right audience effectively.

03



Landing Pages & Sales Funnels

Boost your conversions with expertly designed landing pages and sales funnels. I specialise in creating on-brand opt-in pages, sales pages, and checkout pages that effectively guide your audience through the buying process, enhancing your overall sales strategy and maximising your results.

04



Course Creation

Streamline your course development with my comprehensive course creation services. I assist with proofreading content, designing engaging graphics, uploading and formatting materials, setting up essential integrations, and adding effective email sequences to ensure a seamless and professional learning experience.

My Services

05



Canva Designs

Enhance your visual identity with professionally crafted Canva designs. I create on-brand social media graphics and videos, brochures, flyers, workbooks, business cards, presentations, and infographics that capture your brand's essence and engage your audience effectively.

06



Blog Management

Elevate your blog with expert management services. I handle researching topics, content, and keywords, sourcing images, proofreading, layout and formatting, and SEO optimisation. Additionally, I create engaging Pinterest images and promote your blog posts across social media to maximise reach and impact.

07



General Admin

Streamline your daily operations with my efficient general admin services. I assist with internet research, proofreading and editing, document creation in Word and Excel, presentation design, and data management across spreadsheets and databases, ensuring your tasks are handled with precision and professionalism.



SAMPLES OF WORK

Social **MEDIA**

I craft eye-catching social media graphics and videos using Canva, paired with compelling captions that resonate with your audience. I dive deep into hashtag research to boost your visibility and ensure your posts reach the right people. From Facebook to Instagram, LinkedIn to Google My Business, I handle everything from creation to scheduling, ensuring your brand shines across all platforms.



DOCTOR LAVAN

Medical Practitioner | Medical Hacks & Facts | Positive Mindset

Did You Know?



You can't breathe and swallow simultaneously.

Bad decisions make good stories.

ELLIS VIDLER



BRAINTEASER

I am a god, a planet, and I measure heat.

What am I?



DR LAVAN'S LIFE HACKS

CHANGE YOUR SHOES



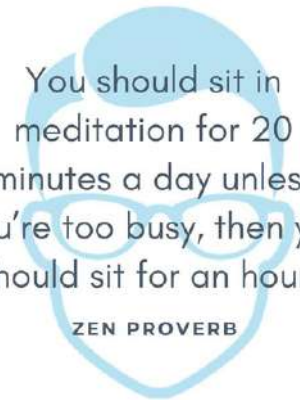
Did You Know?



Only 2% of humans have green eyes.

You should sit in meditation for 20 minutes a day unless you're too busy, then you should sit for an hour.

ZEN PROVERB



BRAINTEASER

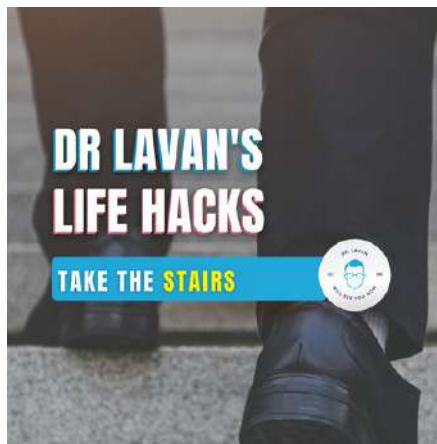
I come in different shapes and sizes. Some parts of me are curved, other parts are straight. You can put me anywhere you like, but there is only one right place for me.

What am I?



DR LAVAN'S LIFE HACKS

TAKE THE STAIRS



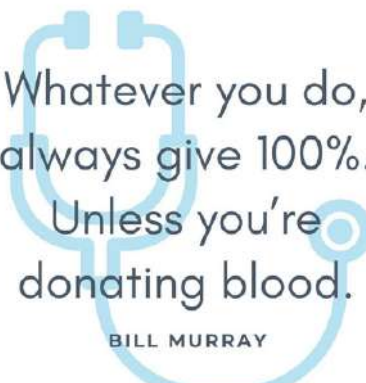
Did You Know?



Exercise boosts brain performance.

Whatever you do, always give 100%. Unless you're donating blood.

BILL MURRAY



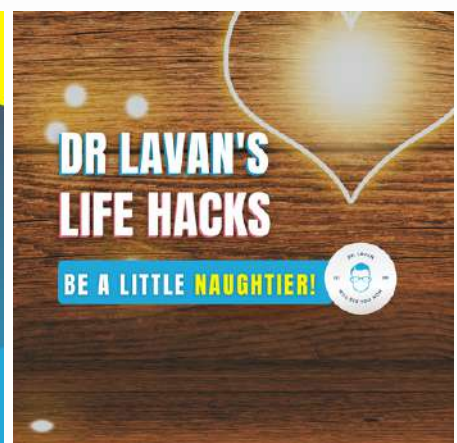
BRAINTEASER

What English word has 3 consecutive double letters?



DR LAVAN'S LIFE HACKS

BE A LITTLE NAUGHTIER!





SURBITONIAN GARDENS

A care home with an innovative approach to care



Your face is marked with lines of life, put there by love and laughter, suffering and tears. It's beautiful.

– Lynsay Sands



Know that you are the perfect age. Each year is special and precious, for you shall only live it once. Be comfortable with growing older.

– Louise Hay



Nobody grows old merely by living a number of years. We grow old by deserting our ideas. Years may wrinkle the skin, but to give up enthusiasm wrinkles the soul.

– Samuel Johnson



If wrinkles must be written upon our brows, let them not be written upon the heart. The spirit should never grow old.

– James A. Garfield



As we grow older, we must discipline ourselves to continue expanding, broadening, learning, keeping our minds active and open.

– Clint Eastwood



RECRUITING
Catering
Assistant



APPLY
NOW!



ANAVO GROUP

A leading, innovative care home operator and developer



We cannot direct
the wind, but we can
adjust the sails.

- Dolly Parton



A smile is a
curve that sets
everything
straight.

- Phyllis Diller



WORLD
MENTAL
HEALTH
DAY



RECRUITING
Care
Assistants

APPLY
NOW!

www.anavogroup.com
recruitment@anavogroup.com



Caring for our seniors is
perhaps the greatest
responsibility we have. Those
who walked before us have
given so much and made
possible the life we all enjoy.

- John Hoeven



HAPPY

INTERNATIONAL DAY OF
OLDER PERSONS



The closest thing to
being cared for is to
care for someone else.

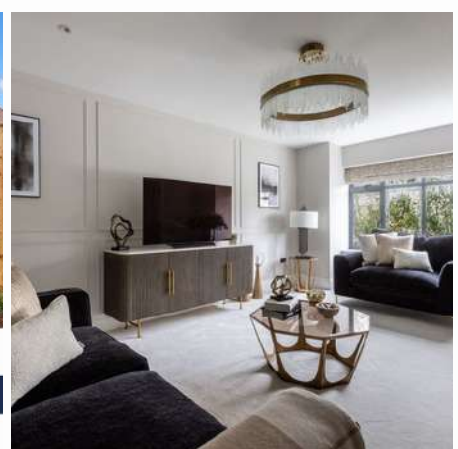
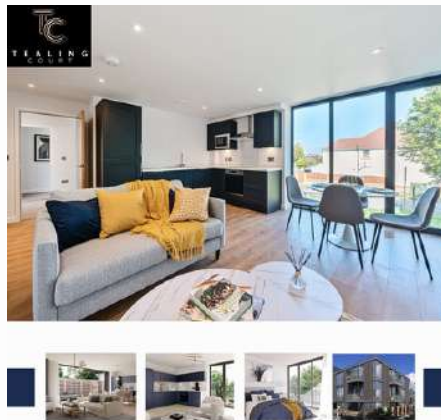
- Carson McCullers



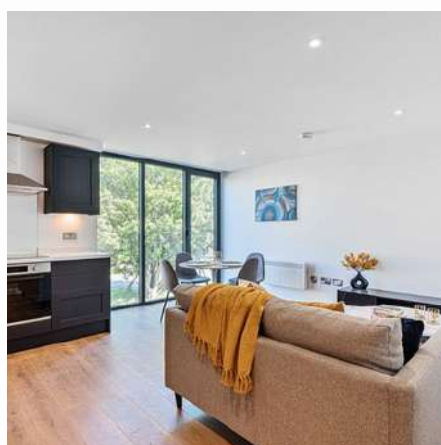


EASTONS ESTATE AGENTS

An independent Estate Agent servicing Epsom & surrounding areas



An exceptional 4 bedroom semi-detached family home in Tadworth





SMARTBAGS

Specialist wholesale suppliers of custom-printed Promotional Bags



www.smartbags.co.uk



free guide

BAG YOUR BRAND



SPOTLIGHT ON...

Heat-Sealed Bags



- ✓ Up to 40% cheaper than standard Non Woven PP bags
- ✓ 100% recyclable material
- ✓ Soft-feel material that's ideal for screen-printing
- ✓ For large wholesale orders of 10k units +

www.smartbags.co.uk



BRANDED TOTE BAGS



NYLON Vest Style Pouch Bag



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EXPO**

#GardenCentreExpo2024



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BAG YOUR BRAND WITH
SMARTBAGS FOR
FLEXIBLE PAYMENT
OPTIONS

www.smartbags.co.uk



ALANTA VILLA

Boutique serviced pool villas on Koh Lanta, Thailand.

STAY LONGER
& Save More



20% OFF


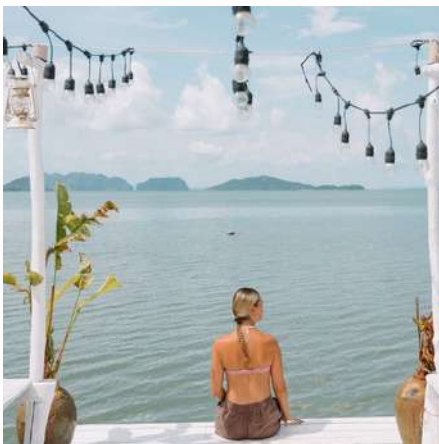
BOOK NOW

www.alantavilla.com



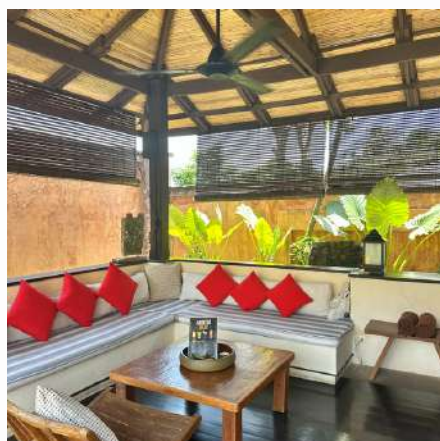
Jey
★★★★★
Fantastic stay. This place is beyond all expectations!

ALANTA VILLA
BOUTIQUE POOL VILLAS



Triston
★★★★★
The most amazing service and accommodation. Absolutely legendary!

WWW.ALANTAVILLA.COM



Honeymoon Package





WYE WOOD

Experts in handcrafted outdoor structures, based in the heart of the Wye Valley.



SAMPLES OF WORK

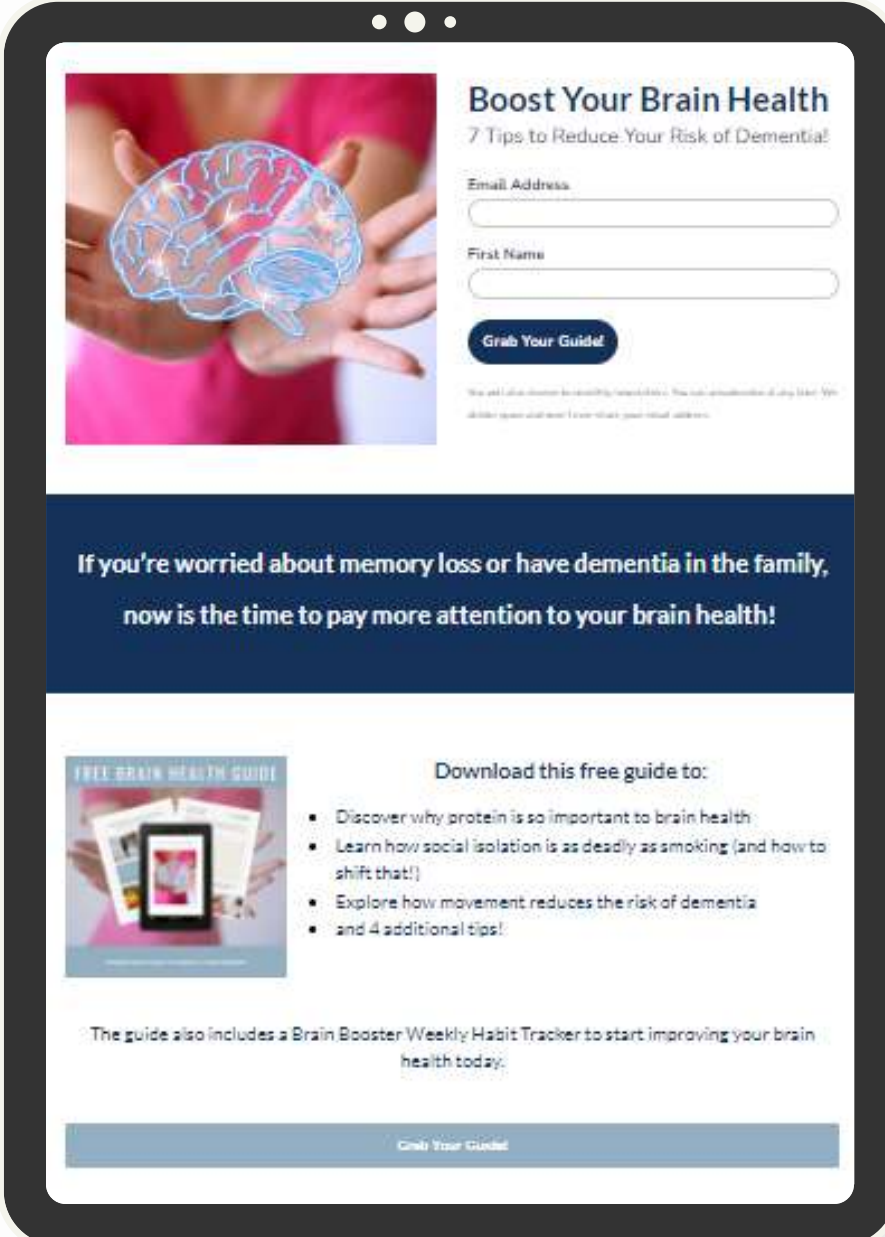


Landing **PAGES**

I design high-converting landing pages that capture attention and drive action—whether it's opt-ins, checkout pages, or full sales funnels. With expertise across platforms like Kajabi, Mailchimp, Leadpages, Wix, and Clickfunnels, I ensure your landing pages not only look great but also deliver results.

OPT-IN PAGE FOR A FREE GUIDE

(Made in Mailchimp)



The image shows a tablet displaying an opt-in page for a free guide. The page is divided into three main sections. The top section features a large image of a person's hands holding a glowing blue brain. To the right of the image, the title 'Boost Your Brain Health' is displayed in a bold, dark blue font, followed by the subtitle '7 Tips to Reduce Your Risk of Dementia!'. Below the subtitle are two input fields: 'Email Address' and 'First Name'. A dark blue button with the text 'Grab Your Guide!' is positioned below the input fields. A small disclaimer at the bottom of this section reads: 'We will never share your email with anyone else. You can unsubscribe at any time. We will never spam you and we'll never share your email address.'

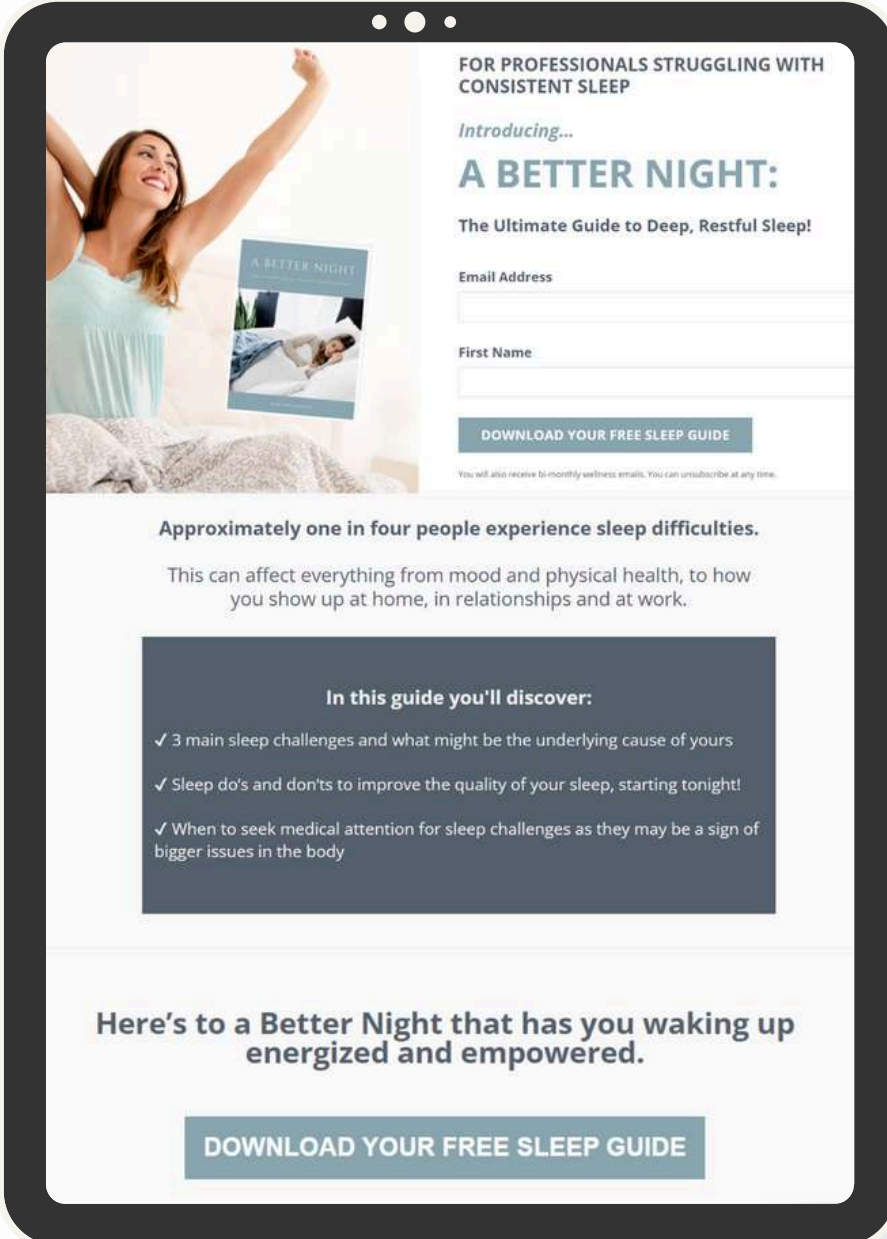
The middle section has a dark blue background with white text that reads: 'If you're worried about memory loss or have dementia in the family, now is the time to pay more attention to your brain health!'.

The bottom section features a small image of the 'FREE BRAIN HEALTH GUIDE' on the left. To the right of the image, the text 'Download this free guide to:' is followed by a bulleted list of benefits: 'Discover why protein is so important to brain health', 'Learn how social isolation is as deadly as smoking (and how to shift that!)', 'Explore how movement reduces the risk of dementia', and 'and 4 additional tips!'. Below the list, a line of text states: 'The guide also includes a Brain Booster Weekly Habit Tracker to start improving your brain health today:'. At the bottom of this section is a light blue button with the text 'Grab Your Guide!'.

[Click here](#) to view.

OPT-IN PAGE FOR A FREE GUIDE

(Made in Mailchimp)

The image shows a tablet displaying an opt-in page for a free sleep guide. The page is divided into several sections. At the top left, there is a photograph of a woman in a light blue tank top sitting up in bed, stretching her arms. To her right, the text reads "FOR PROFESSIONALS STRUGGLING WITH CONSISTENT SLEEP". Below this, it says "Introducing..." followed by the title "A BETTER NIGHT:" in a large, bold, teal font. Underneath the title is the subtitle "The Ultimate Guide to Deep, Restful Sleep!". There are two input fields: "Email Address" and "First Name". Below these fields is a teal button with the text "DOWNLOAD YOUR FREE SLEEP GUIDE". A small line of text below the button states "You will also receive bi-monthly wellness emails. You can unsubscribe at any time." The next section has the heading "Approximately one in four people experience sleep difficulties." followed by a paragraph: "This can affect everything from mood and physical health, to how you show up at home, in relationships and at work." Below this is a dark grey box with the heading "In this guide you'll discover:" and a list of three bullet points: "✓ 3 main sleep challenges and what might be the underlying cause of yours", "✓ Sleep do's and don'ts to improve the quality of your sleep, starting tonight!", and "✓ When to seek medical attention for sleep challenges as they may be a sign of bigger issues in the body". The final section has the heading "Here's to a Better Night that has you waking up energized and empowered." and a teal button with the text "DOWNLOAD YOUR FREE SLEEP GUIDE".

FOR PROFESSIONALS STRUGGLING WITH CONSISTENT SLEEP

Introducing...

A BETTER NIGHT:

The Ultimate Guide to Deep, Restful Sleep!

Email Address

First Name

DOWNLOAD YOUR FREE SLEEP GUIDE

You will also receive bi-monthly wellness emails. You can unsubscribe at any time.

Approximately one in four people experience sleep difficulties.

This can affect everything from mood and physical health, to how you show up at home, in relationships and at work.

In this guide you'll discover:

- ✓ 3 main sleep challenges and what might be the underlying cause of yours
- ✓ Sleep do's and don'ts to improve the quality of your sleep, starting tonight!
- ✓ When to seek medical attention for sleep challenges as they may be a sign of bigger issues in the body

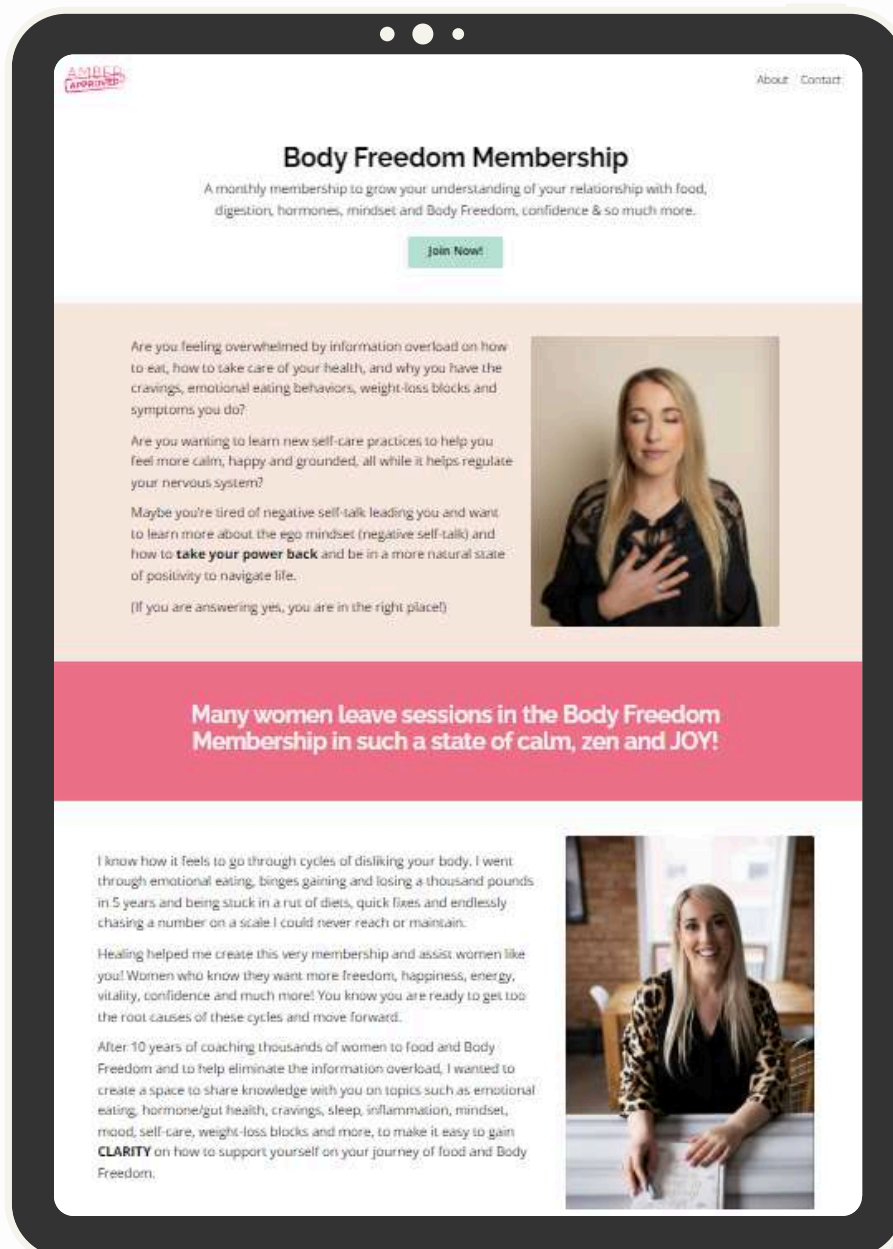
Here's to a Better Night that has you waking up energized and empowered.

DOWNLOAD YOUR FREE SLEEP GUIDE

[Click here](#) to view.

SALES PAGE FOR A MEMBERSHIP

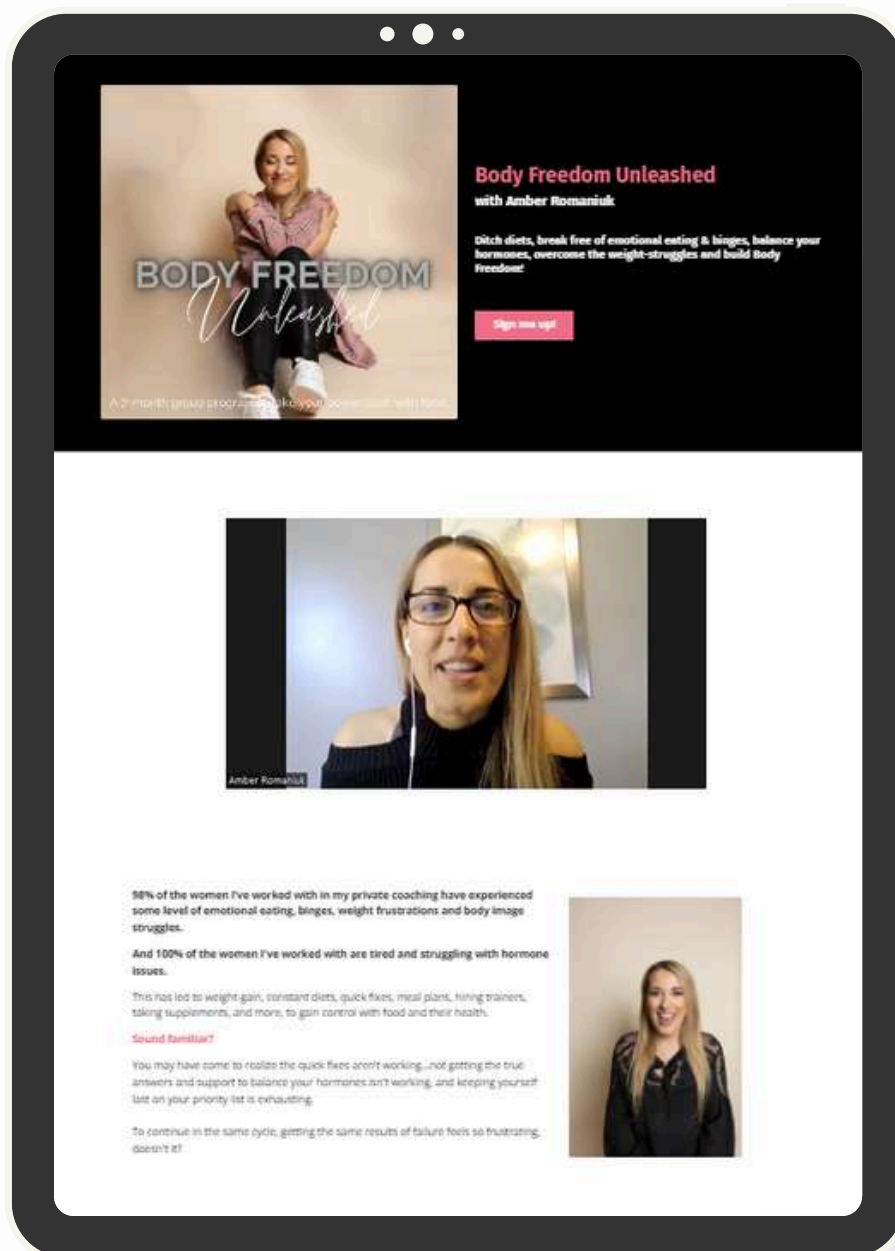
(Made in Kajabi)



[Click here](#) to view.

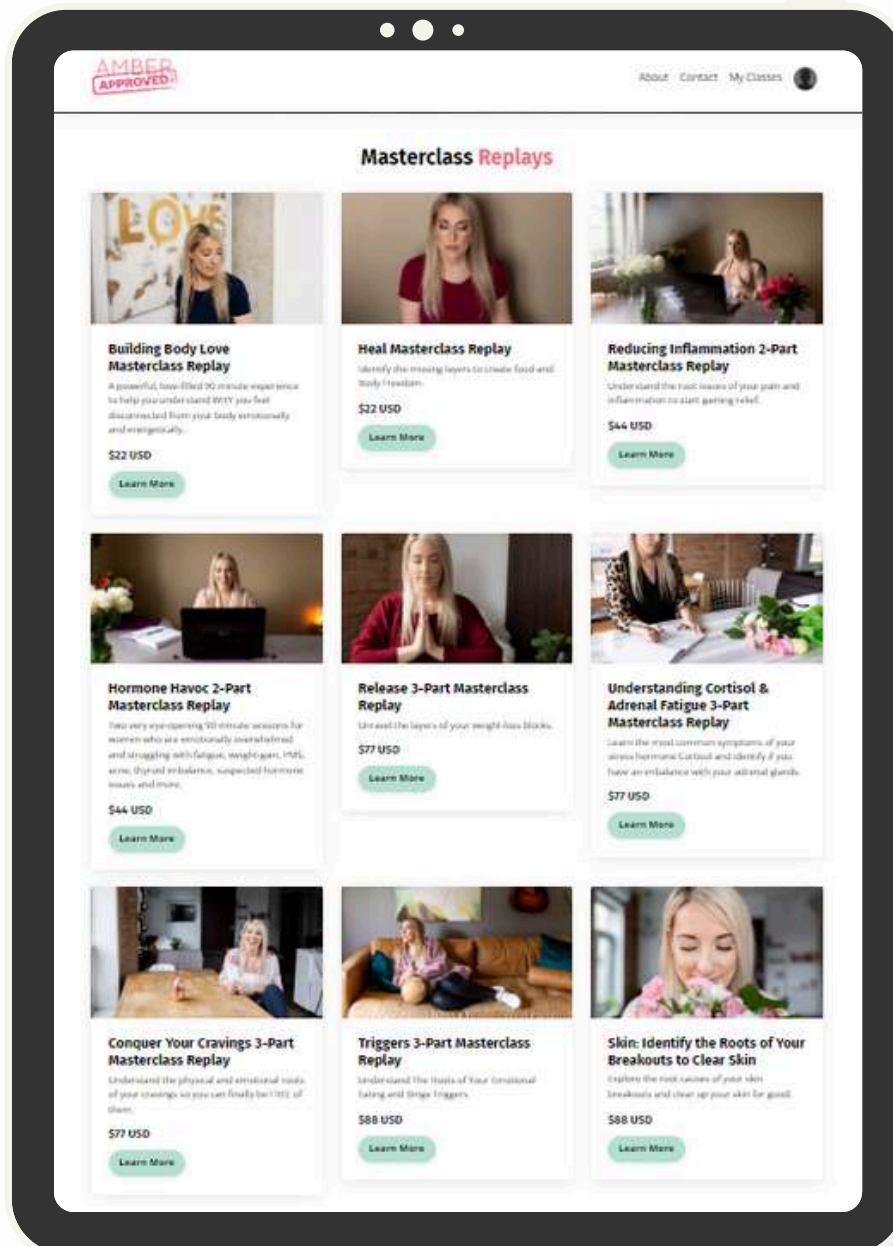
SALES PAGE FOR A GROUP PROGRAM

(Made in Kajabi)



[Click here](#) to view.

KAJABI STORE



[Click here](#) to view.

"Nikki, you are the Kajabi Master! Helping upload programs, set up masterclasses, sales pages, checkout pages, newsletters, and creating graphics as well. Your help has opened up time for me to create more content and courses, as well as keep everything very organized and to the highest satisfaction for my clients in the programs hosted. You are incredible and I'm so grateful for the work you do."

Amber Romaniuk - Amber Approved Inc.



SAMPLES OF WORK

Canva **DESIGNS**

I bring your ideas to life with custom graphics and videos created in Canva, from eye-catching social media visuals and dynamic reels to polished presentations, brochures, business cards, infographics, workbooks, and more. Whatever you need, I'm here to make sure your brand stands out with stunning, on-brand designs.

Ask Me Anything!

REPLY IN THE COMMENTS OR SEND ME A DIRECT MESSAGE



“Health is a state of complete harmony of the body, mind, and spirit.”

B.K.S. Iyengar

Sarah Cloutier, M.D.



6 HEALTHY FRUITS TO ENJOY THIS SUMMER



Avocados Blueberries Apples
Raspberries Bananas Watermelons

@sarahcloutiermd

CONVENTIONAL VS HOLISTIC MEDICINE

WHAT DOES ADDRESSING HORMONE IMBALANCES LOOK LIKE?

CONVENTIONAL	HOLISTIC
<ul style="list-style-type: none"> Hormone Replacement Therapy (HRT) Medications Surgical Intervention 	<ul style="list-style-type: none"> Nutritional / Lifestyle Interventions Herbal Supplements Mind-Body Practices

Sarah Cloutier, MD



Do I need **SEO** for my website?



Marketing Plan

| For Your Business

BRAVE STARTS



FREE BRAIN HEALTH GUIDE

ALANTA VILLA BOUTIQUE POOL VILLAS

Jay ★★★★★ Fantastic stay. This place is beyond all expectations!

DR LAVAN'S LIFE HACKS

TAKE YOUR SHOES OFF



Join Dr. Lavan

OPEN WEEKEND

20th & 21st July | 12-3pm



Join Us

FREE BRAIN HEALTH GUIDE



DOWNLOAD NOW TO BOOST YOUR BRAIN!

Join Our Newly Commissioned Care Home

surbiton gardens
anava COLLECTION

APPLY NOW!

SEO

£499

SEO Starter Package

9 WAYS TO REDUCE ANXIETY NATURALLY

- Exercise
- Yoga
- Meditation
- Journaling
- Nutrition
- Acupuncture
- Herbal Remedies
- Sensory Hygiene
- Stress Management

9 HERBAL TEAS TO BALANCE YOUR HORMONES

- Black Cohosh
- Chasteberry
- Claytonia
- Cramp Tree
- Evening Primrose
- Flaxseed
- Ginger
- Red Clover
- Sage

Sarah Cleather MD

FEELING

What does the outward appearance of your company look like?

- Branding
- Logo
- Tone of Voice

'Who' is the business?

What are the values of the business that will never be compromised, and that all touch points need to be true to?

What does the outward appearance of your company look like?

- Branding
- Logo
- Tone of Voice

Illustration of a smartphone displaying a colorful interface with various icons and text blocks, representing a digital business presence.

IMAGINE **EXPLORE** **LEARN** **THINK** **KNOW**

CO-WORK Package

MAKE WORK A PLACE YOU WANT TO BE

ofisphere.com

I'M IN!
for the
BODY FREEDOM
Membership

With Amber Romaniuk

DR LAVAN'S LIFE HACKS

ALOE VERA

COUNTRY STYLE

OPEN WEEKEND

20th & 21st July | 12-3pm

Growing old is mandatory but growing up is optional.

- Carroll Bryant

anavagroup

WALKING

Walking is a great way to start exercising. If you have been sedentary, try walking around the house or in place 5 minutes at a time, and build up from there. If you are able, walk 15 min daily, and add 5 min per week, until you are walking 30 minutes daily. Walking a little over 9,000 steps daily reduces dementia risk by 50%!

Youtube has a variety of walking videos to do in your home. [Justin Agustin](#) has a program for those who need to start very slowly (chair exercise).

WEIGHTLIFTING

Weightlifting is a great way to maintain bone health, build muscle and burn calories. [Lift with Cee](#) is a YouTube program geared at women and men over 40.

PILATES

Pilates is great for strengthening the core, which helps to relieve back pain. It tones and stretches the muscles using resistance and your own body weight. Look for certified instructors.

DANCING

Dance has shown to reduce depression more than any other movement activity. Consider trying a dance class, Zumba or line dancing.

Alicia McKelvey, MD | [medicineforlivingct.com](#)

BOOST YOUR BRAIN Habit Tracker

Here is a simple weekly habit tracker to help you boost your brain health. I recommend printing out a few copies of this page and starting with 1 or 2 habits for a week or two. Then you can add more as you master those, so the changes feel do-able and sustainable!

Week Of

HABIT & GOAL	M	T	W	T	F	S	S
WALK: 30mins a week							
SOCIAL INTERACTION: once a day							
FRUIT & VEG: 5% cup servings daily							
PROTEIN: 30-50 mg daily							
STRESS REDUCTION: 5 minutes a day							
SLEEP: 7-8 hours per night							
MENTAL QYN: 5 minutes a day							

Your health is partly derived from your daily habits. Take time for them and you add to your longevity and vibrant health.

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PITCHING YOUR BUSINESS

BRAVE STARTS

3 OUTLINE THE PROBLEM WITH A STORY

Begin your pitch with a compelling story. It should address the problem you're solving in the marketplace. This will engage your audience right out of the gate. And, if you've done any testing, try to include actual data here.

If you can relate your story to your audience, in this case, the investor, even better. What industries have they invested in previously? What pain points do their previous entrepreneurial endeavors have?

Do some research about the investor, so you have a good sense of what they care about and can tailor your story to them.

4 YOUR SOLUTION

Share **what's unique** about your product and how it will solve the issue you shared in the previous slide. Keep it short, concise, and easy for the investor to explain to others. Avoid using buzzwords unless your investors are very familiar with your industry. Again, if you've done any testing beforehand, plugin results here to give your solution more credibility.

Pitching Your Business - Page 6

BRAVE

OWN YOUR HEALTH

SERVICES INCLUDE:

- private integrative health programs
- equine biofeedback sessions
- group journeys
- wellness retreats

Each service helps you to own your health and create the impact and life you desire!

ABOUT SARAH

Dr. Clouthier helps Canada's top professionals feel better, be sharper, have more energy and love their lives.

Starting her career in rural family medicine, she now incorporates integrative medicine to bring the best to her clients.

Sarah enjoys living in Alberta with her family and horses.

Book your 20-minute Complimentary Discovery Call at:
[ConnectwithDrSarah.com](#)

[WWW.SARACLOUTHIERMD.COM](#)

08

Importance of Aging Workforce

72 percent

Organization Type	Percentage
Small Business	72
Medium Business	68
Large Business	65
Non-Profit	62
Government	58
Academic	55
Healthcare	52
Education	48
Technology	45
Finance	42
Manufacturing	38
Retail	35
Food & Beverage	32
Other	28

The disconnect comes when we see how strategically prepared employers are in accommodating the challenges of an ageing workforce. Respondents were not as strategically prepared as they need to be 43 out of 100 given the importance they assign to dealing with an ageing workforce. SMEs and public sector/government organisations were most prepared (42 and 44 respectively) and those least prepared were large UK based organisations and large multinationals (14 and 3.8 respectively). Again, whether an organisation was focused on recruiting or retaining staff did not make a significant difference to how they reported their preparations.

Strategic Preparation Level

4.3 percent

Organization Type	Percentage
Small Business	4.3
Medium Business	3.8
Large Business	3.5
Non-Profit	3.2
Government	2.8
Academic	2.5
Healthcare	2.2
Education	1.8
Technology	1.5
Finance	1.2
Manufacturing	0.8
Retail	0.5
Food & Beverage	0.2
Other	0.1

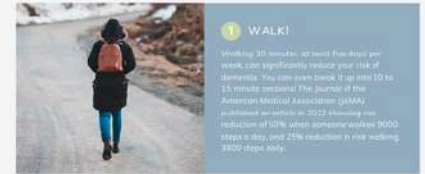
Just over 60% of participants say that retaining people is the issue they are most motivated to solve compared to just under 40% who are focused on recruiting new staff. Across all types of organisations, respondents said that their main pain point was retaining existing staff rather than recruiting new staff. At a time when the country is experiencing a labour shortage in many sectors, retaining existing staff helps an organisation hold on to institutional knowledge and experience, and mitigates the need to compete for scarce market resources. Economically, it makes sense. Research by Jager and Hemming estimates that the marginal replacement cost of workers in Germany is between EUR85,000 and EUR86,000 or between 2.3 and three times the annual salary of the incumbent.

Our Products

- Solar Water Heating
- Garden & Street Lighting
- Off Grid & Grid Tied Solar Systems
- Power Back Up
- Solar Water Pumps
- Wind Turbines
- Solar Batteries
- Solar LED Lights
- Solar Refrigeration
- Solar Powered Lanterns



7 Tips to Reduce The Risk of Dementia



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A BETTER NIGHT

THE ULTIMATE WOMEN'S GUIDE TO DEEP, RESTFUL SLEEP!



DR. SARAH CLOUTHIER

ALL-IN-ONE LED WALL & STREET LIGHTS

Auto on/off function
Simple installation
Zero maintenance costs
No cables required

LED Products Include:

- ▶ LED Tubes
- ▶ LED Flood Lights
- ▶ LED Bulbs
- ▶ LED Street Lights

Zero Electricity Bills

Light-emitting diode (LED) products are made from semi-conductors that are assembled into lamps (or light bulbs) for use in lighting fixtures. LED lamps offer comparatively long life compared to incandescent lamps and some fluorescent.

Thai Solar Power is committed to providing our customers with outstanding service and the highest quality products in LED lighting.



Our Company History

Thai Solar Power is among the best solar providers in South East Asia and has been in operation and incorporated since early 2020.

We provide unique and tailor-made alternative power solutions for individuals, commercial, homes, businesses, schools, nonprofits and government organizations in terms of solar and wind powered equipment, hot water systems as well as power backup systems.



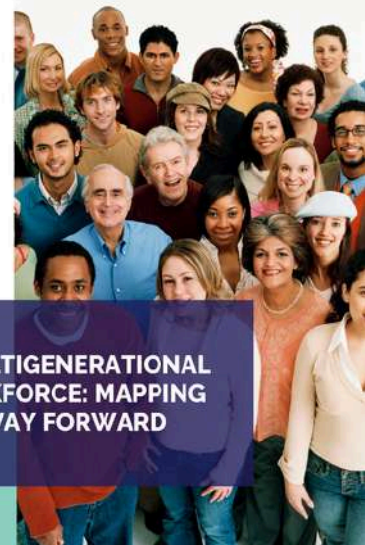
Our Approach

Our approach is to install systems to the highest engineering standards while making the switch suitable for our customers.

We've revolutionized the way energy is delivered by giving customers a cleaner more affordable alternative to their monthly utility bill.



SAFE **clean**
RENEWABLE
energy



A MULTIGENERATIONAL
WORKFORCE: MAPPING
THE WAY FORWARD

A collaboration between
Brave Starts and ProAge



Project **SAMPLES**

Explore My Creative and Tech Expertise Through These Project Highlights

Dive into a showcase of my diverse skill set, where creativity meets technology. From designing engaging opt-in pages and compelling email series to crafting persuasive sales pages for online programs, I've got you covered. I've also built and maintained captivating websites for boutique pool villas, handling everything from initial design to ongoing updates. My expertise extends to dynamic social media marketing and crafting informative email newsletters, ensuring your brand stands out and stays connected.

A BETTER NIGHT: FREE SLEEP GUIDE

for Dr. Sarah Clouthier | Integrative Medical Practitioner



Created the Free Sleep Guide (in Canva)

Created the opt in page and email series (in Mailchimp)

Approximately one in four people experience sleep difficulties.

This can affect everything from mood and physical health, to how you show up at home, in relationships and at work.

In this guide you'll discover:

- ✓ 3 main sleep challenges and what might be the underlying cause of yours
- ✓ Sleep do's and don'ts to improve the quality of your sleep, starting tonight!
- ✓ When to seek medical attention for sleep challenges as they may be a sign of bigger issues in the body



Created social media images to promote the guide (in Canva)

BODY FREEDOM UNLEASHED: GROUP PROGRAM

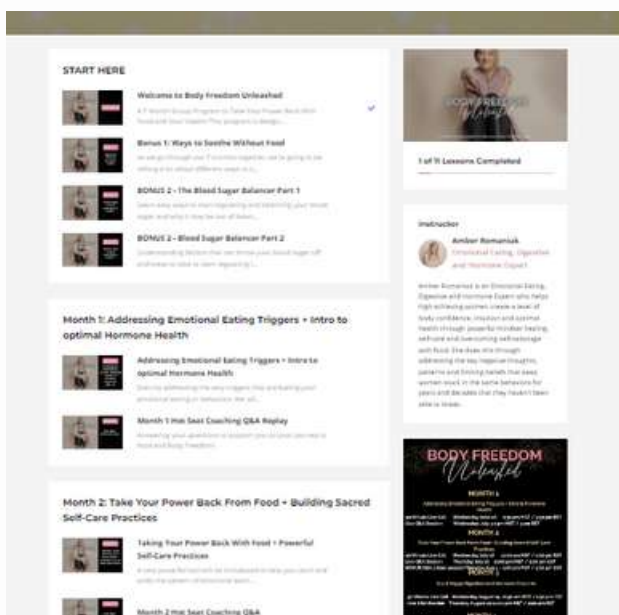
for Amber Romaniuk | Emotional Eating, Digestive & Hormone Expert



Created the sales, checkout & thank you pages (in Kajabi)



Created the course (in Kajabi)



Created the email series (in Kajabi)

Hi Nikki,

It was a pleasure to host you all for our third live 90 minute session, where we explored building calm digestion.

The replay is now available for you to watch, you can click below to access it!

[Watch the replay!](#)

Mark your calendars for our Q&A live coaching session next Thursday August 22nd

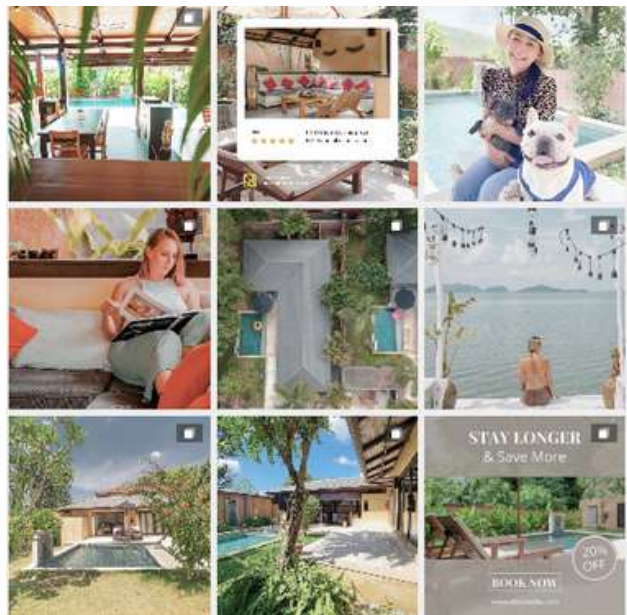
WEBSITE DESIGN, SOCIAL MEDIA & EMAIL MARKETING

for Alanta Villa | Boutique Pool Villas



Created the website
(in Wix)

Provide ongoing
social media
management
(Facebook &
Instagram)



Promotion #2: Honeymoon Package

Celebrate love and create cherished memories with our enchanting Honeymoon Package. Immerse yourself in romance and luxury with a 10% discount on a minimum 4-night stay. Enjoy complimentary daily tropical fruits, a romantic five-course dinner in your villa, a bottle of wine, and relax with a rejuvenating 60-minute Thai massage. Flexible check-in and check-out times are also available.



Promotion #3: A Perfect Staycation

Treat yourself and your furry companions to a well-deserved retreat with our Perfect Staycation package. Enjoy a seamless getaway with no extra cost for your four-legged friends when you stay for a minimum of 2 nights. Receive complimentary tropical fruits, benefit from early check-in and late check-out, and experience the ultimate relaxation with no size or quantity limits on pets.

Create regular email
newsletters (in Wix)

TESTIMONIALS



"Nikki is wonderful to work with. She's efficient, dependable and has a keen eye for detail and quality."

Paula Onysko
Soulful Money & Business Coach



"Nikki has been a great asset in helping me to look after the day-to-day running of several social media campaigns, and has created some great content."

Samantha McCulloch
SEO Consultant



"Nikki is a real asset to my business. Her knowledge and skills are beyond my expectations."

Lucy Standing
Social Entrepreneur

Flexible Virtual Assistant Packages Tailored to Your Needs



Flexible Retainer Packages

I offer monthly retainer packages at \$30/hr, ensuring consistent support for your projects. Unused hours carry over to the next month, but only for one additional month. If you need extra time, additional hours can be purchased at the same rate. Retainer packages provide the consistency and peace of mind you need, knowing that your business tasks are in capable hands.

Customised Packages: I offer tailored packages for tasks like social media management, course setup, email marketing, and sales funnel creation. We'll agree on tasks and a package price—no hourly billing needed.

Hourly Rate: For short term, pay-as-you-go clients, my services are available at \$35/hr.

Subcontracting: I collaborate with other freelancers, including VAs and Project Managers, at a discounted subcontracting rate. Contact me for details.

WORK WITH ME



Whether you need help with creative tasks, tech setup, or general admin, I'm here to assist with short-term projects, ongoing retainer packages, or hourly services.

To get started, please fill out this **[contact form](#)** to share more about your business and how I can support you.

Prefer a direct approach? Email me at islandvirtualassistant@gmail.com.

www.islandva.com
