



Michalina Ossowska
UWOLNIĘ TWÓJ CZAS

OFFER

CUSTOMER'S NAME

Correction of content on the website 85 zł/h

Checking all content on the site for style, grammar, spelling and visuals.

Social media package 600 zł

Running social media (Facebook, Instagram).
Price includes 8 posts per month.

Blog article 200 zł

A blog article of about 1,500 words in length, including keywords that match the offer presented on the website.

Bio on the website 130 zł

The price includes the creation of one Bio description of the lecturer/teacher for the website based on the interview and materials provided.

Bio Facebook/ Instagram 70 zł

Creating a short, distinctive description on social media including the most important information about the language school.

Instagram reels 75 zł

The price is for one reel. Reels are created on the basis of supplied materials, taking into account the ideas of both parties.
Rolls can be billed according to working time.

MICHALINA@OSSOWSKA.NET
+48 661-969-985





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OFFER

CUSTOMER'S NAME

What can I do for you?

I will support your administrative activities.

You will get a dedicated Virtual Assistant or Office Manager who will:

- Handle your email inboxes and phone calls.
- Take care of the calendar, and arrange business meetings.
- Make sure your appointments are scheduled.
- Coordinate cooperation with customers and business partners.
- Create, edit and distribute schedules, documents, and reports.
- Prepare the presentation of offers.
- Correct and rewrite notes or enter data into the system
- Deal with internet research (company databases, search for subcontractors)
- Enter cost and sales invoices into the accounting system; prepare the payment basket.
- Perform essential translations in English.

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OFFER

CUSTOMER'S NAME

What can I do for you?

I will help you with more specialized areas and projects.
A dedicated Project Manager will coordinate:

HR

- preparation of job offers with their publication
- doing a screening of the submitted CVs of the candidates
- onboarding new employees
- conduct remote training on soft skills

MANAGEMENT

- company projects
- E.g., building a website, implementing tools to automate the work of the team
- outsourcing services and more

MARKETING

- managing the blog and/or website - publish posts and graphics, moderate blog comments and analyze website traffic
- newsletter service
- managing social media profiles: publish posts, create graphics (Canva), respond to comments and messages from customers

CONCIERGE

- booking of private travel (tickets, hotels, attractions)
- meetings with friends, medical appointments and more
- gift shopping and more
- Corporate events for the team or clients and business partners

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OFFER

CUSTOMER'S NAME

I offer individually priced projects

- I adjust the number of hours in the package according to the client's needs.
- The price for each additional hour after the exhaustion of package hours is payable at the average rate of the respective package at the end of the month.
- Unused package hours from a given month can be used the following month.
- Payment for services is made based on a VAT invoice and is made in advance by the 10th of the month for 100%.

**VIRTUAL
ASSISTANT**
90 zł/ h netto

**PROJECT
MANAGER**
150 zł/ h netto

I invite you to a free 30-minute consultation - I will listen to your problems and explain how I can solve them - what to do and implement to make you more comfortable.

If you think that our cooperation makes sense, we will go ahead and define a specific scope of action and sign a contract with an attachment on RODO. Then, I will invoice you after signing the contract, and then I will proceed, and you will have peace of mind because everything will be organized on time.

I often work in Asana, but I can adapt to the client's needs and use another tool (e.g. ClickUp or Monday).

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GET TO KNOW ME CLOSER

Customer service is my passion. You can be sure, I'd like to point out that every one of your clients will be professionally served and satisfied with the results of cooperation.

I have a bachelor's degree in English philology translation, so my communication with foreign clients, translation of documents, or research in English is acceptable.

I am a master's degree in Social Psychology. Therefore, according to your guidelines, I will be able to successfully take care of your staff's training and the remote recruitment of employees.

I have completed a course in accounting and human resources. I will prepare documents for bookkeeping and HR for an external company or accounting firm; I will issue invoices and enter transfers into the payment basket.

I know the basics of WordPress. I will put your site on a server, take care of hosting, and take care of other technical aspects. I use MS Office and Google Workspace daily. Verification and preparation of documents, Excel reports, and PP presentations. I do all this and much more on the spot.

My qualities that will bring value to your team and business:

Organized optimist, open to new challenges and experiences because "nothing is impossible."

I am conscientious, accurate and honest, and I can be assertive where necessary.

I like to learn and gain new knowledge, experience and cooperation with partners.

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RECOMMENDATIONS

Michalina Ossowska

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'Michalina is very dedicated to what she does and accurate and punctual in her work. She is approachable and positive towards work and people, which is a big plus. If you are worried about whether it is worth working with Michalina, I assure you it is WORTH IT. And if my recommendation doesn't make you feel better, I recommend you call her and see for yourself that I am telling the truth.'

Michał Marini

'I recommend cooperation with Ms Michalina! We worked on essential training material for me, the quality of the form of communication, etc. Ms Michalina's commitment exceeded my wildest expectations! If you are looking for a person who will "get into the subject" and live it, catch what you don't notice, then definitely Ms Michalina is the person you should go to. Thank you, Ms Michalina, once again! It was a pure pleasure. The benefits of this cooperation are surprising to me! I am convinced that this was not our last project!'

Agata Rosińska

'Michalina is an extremely organized professional who can maintain a busy schedule and act as an administrator. She is excellent at arranging executive meetings, making spreadsheets, maintaining client databases and screening all client's emails. Michalina also made herself available to help and train other assistants. She is skilled and prepared to deliver great results. After three years of working with her, we are still pleased.'

Lexie Tillman

'Ms. Michalina demonstrated a professional and factual approach to the subject. All the tasks were completed even before the deadline, and the translation was done quickly and in a form convenient for me. The results were stored in the cloud, meaning I could look at them while they were being created and add comments in real-time. I recommend cooperation.'

Bartosz Baier

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