



STRIVE Complete Portfolio

BUSINESS SUPPORT & GROWTH SOLUTIONS

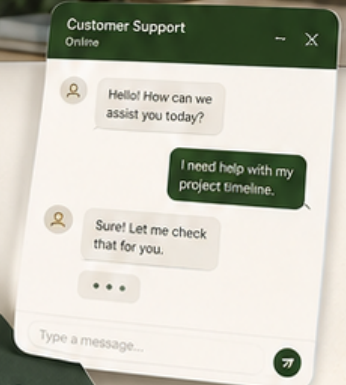
Precision Planning, Measurable Growth



Your Goals. Our Support. Great Results.



PROJECT TRACKER			
Task	Status	Owner	Due Date
Client Onboarding	Completed	AM	May 6
Market Research	In Progress	RA	May 8
Strategy Plan	Completed	AM	May 12
Content Creation	In Progress	RA	May 14
Campaign Launch	Pending	TM	May 20





About STRIVE

— Business Support with Strategy, Structure, and Growth. —



STRIVE Freelancing Agency is your trusted partner in building a stronger, more efficient business.

We provide skilled virtual support and strategic solutions that help entrepreneurs and business owners **save time, streamline operations, and focus on what truly matters—growth.**

From everyday administrative tasks to specialized digital services, we deliver reliable support designed to keep your business organized, visible, and ahead of the competition.



MISSION

To empower business owners with smart, flexible, and reliable support that drives efficiency, builds strong brands, and delivers measurable, lasting results.



WHAT WE DO

-  Virtual Assistant Support
-  Lead Generation
-  Excel & Data Management
-  Social Media Management
-  Customer Support
-  Graphic Design & Branding
-  Website Development
-  Translation & Documentation Support

CORE STRENGTHS



Skilled & Reliable



Confidential & Professional



Results-Oriented Solutions



Client-Focused Partnerships

BUSINESS OVERVIEW

Tasks Completed 96% On Time	Leads Generated 152 This Month	Client Satisfaction 98% Positive Feedback
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Growth Trend



Task Breakdown



WORKFLOW BOARD

TO DO	IN PROGRESS	COMPLETED
Client Onboarding	Lead Generation	Data Cleanup
Data Entry	Social Media Post	Monthly Report
Market Research	Customer Inquiry	Graphic Design
Content Planning	Report Preparation	Website Update
+ Add Task	+ Add Task	+ Add Task

WHY CLIENTS CHOOSE STRIVE

-  Tailored support that fits your business goals
-  High-quality work with attention to detail
-  Proactive communication and timely delivery
-  Flexible solutions that grow with your business
-  A dedicated partner invested in your success



Save Time

We handle the details so you can focus on growth.



Work Smarter

Streamlined processes and organized systems.



Grow Faster

Strategies and support that drive real results.



Peace of Mind

Reliable, trustworthy support you can depend on.



Our Services Overview

Complete business support under one trusted agency.



01

Virtual Assistant

Reliable support for administrative tasks, scheduling, email management, and day-to-day operations.



02

Lead Generation & Data Scraping

Targeted lead generation and accurate data scraping to help you build strong prospect lists and accelerate growth.



03

Excel & Data Management

Data entry, cleaning, analysis, and reporting with advanced Excel solutions tailored to your business needs.



04

Social Media Management

Engaging content, consistent posting, and community management to grow your brand's presence online.



05

Customer Support & Sales Support

Professional support that strengthens customer relationships and drives satisfaction & conversions.



06

Graphic Design & Branding

Creative visuals and brand identities that communicate your message and leave a lasting impression.



07

Website Development

Modern, responsive, and user-friendly websites built to represent your brand and convert visitors into customers.



08

Translation & Documentation Support

Accurate translation and professional documentation support to help you communicate clearly worldwide.

What Clients Gain



Greater Efficiency

Save time with expert support that streamlines your daily operations.



Better Organization

Structured processes and organized data for smarter decision-making.



Stronger Visibility

Build a professional presence that attracts more clients and growth.



Faster Execution

Get tasks done quickly and accurately with dedicated support.



Scalable Support

Flexible solutions that grow with your business at every stage.



Problems We Solve

Where business owners lose time, STRIVE creates clarity.



We step in where things get messy, time gets lost, and growth gets stuck—so you can focus on what truly moves your business forward.



01

ADMIN OVERLOAD

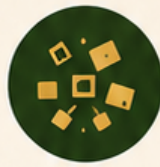
Too much time spent on day-to-day tasks pulls you away from high-impact business activities.



02

MISSED FOLLOW-UPS

Leads and opportunities slip through the cracks without consistent follow-up systems.



03

SCATTERED DATA

Important information lives in too many places, making it hard to find, use, and trust.



04

INCONSISTENT BRANDING

Inconsistent messaging and visuals confuse your audience and weaken your brand perception.



05

LOW LEAD FLOW

Unclear offers and weak systems result in an unpredictable and inconsistent pipeline.



06

POOR REPORTING

Lack of clear insights makes it difficult to measure progress and make smart decisions.



07

DELAYED CUSTOMER COMMUNICATION

Slow or missed replies lead to frustrated customers and lost retention.



08

DISORGANIZED DOCUMENTS

Important files are hard to find, easy to lose, and slow down your entire workflow.

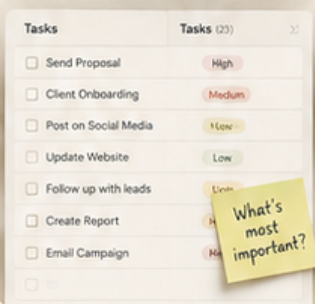
BEFORE STRIVE

Sound familiar? You're not alone—and you don't have to stay stuck here.

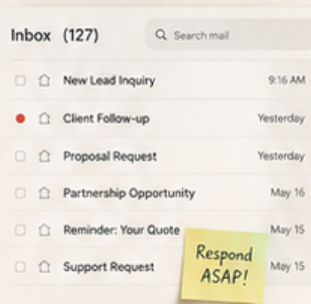
Messy Spreadsheets & Random Notes



Unclear Tasks & Too Many Tabs



Missed Emails & Lost Opportunities



Inconsistent Designs & Messaging





Our Process

A STRUCTURED APPROACH. REAL RESULTS.



At STRIVE, we follow a proven workflow designed to bring clarity, structure, and measurable growth to your business.

01



Discovery Call

We learn about your business, goals, and current challenges.

02



Process Audit

We review your systems, tasks, and workflows to identify gaps and opportunities.

03



Strategy & Task Planning

We build a customized plan with priorities, timelines, and actionable tasks.

04



Daily / Weekly Execution

We take action, manage tasks, and keep everything running smoothly.

05



Reporting & Review

We provide regular updates, insights, and performance reports for transparency.

06



Continuous Improvement

We refine, optimize, and implement better systems for ongoing growth.



TOOLS, SYSTEMS & TRANSPARENCY IN ACTION

WORKFLOW BOARD

To Do	In Progress	Review	Completed
Client Onboarding Setup High	Lead Generation Campaign High	Website Content Update Medium	Monthly Report Delivery Low
Market Research Medium	Social Media Management Medium	Report Preparation Low	Email Campaign Sent Medium
Content Calendar Planning High			

TASK CHECKLIST

Weekly Task Checklist

- ☒ Client Communication
- ☒ Lead Generation
- ☒ Social Media Posting
- ☒ Content Creation
- ☒ Data Entry & Updates
- ☒ Report Preparation
- ☐ Performance Review
- ☐ Client Follow-up

PROGRESS REPORT

Monthly Progress Summary

Tasks Completed **96%**

On-Time Delivery **98%**

Tasks by Category



Overall Performance **Excellent** 📈

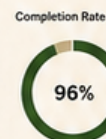
TASK DASHBOARD

Total Tasks **152**

Completed **146**

In Progress **4**

Pending **2**



This Week's Focus

- Lead Generation
- Content Calendar
- Client Reporting
- Market Research



THE STRIVE ADVANTAGE



CLEAR COMMUNICATION

We keep you informed every step of the way with proactive updates and quick responses.



ORGANIZED WORKFLOW

Structured systems and processes ensure nothing falls through the cracks.



TIMELY DELIVERY

We respect your time and deliver tasks on schedule, every time.



QUALITY CONTROL

We maintain high standards with careful review and attention to every detail.



STRATEGIC SUPPORT. RELIABLE EXECUTION. MEASURABLE GROWTH.



05/10





Service Highlights I

VIRTUAL SUPPORT AND CLIENT COMMUNICATION SYSTEMS



VIRTUAL ASSISTANT

CLIENT PROBLEM



Overwhelmed with emails, calendar juggling, and administrative tasks that take time away from high-value work.

SERVICES PROVIDED

- ✓ Email & Inbox Management
- ✓ Calendar & Schedule Management
- ✓ Document Preparation
- ✓ Data Entry & Organization
- ✓ Travel & Meeting Coordination
- ✓ General Administrative Support

WORK PROCESS

- 1 Understand client priorities & daily workflow
- 2 Organize systems & set efficient processes
- 3 Execute tasks with accuracy & proactive updates
- 4 Communicate and confirm ongoing priorities
- 5 Review & optimize for continued improvement

RESULT



More organized days, reduced admin workload, and increased time for strategic and revenue-generating activities.

WORK SAMPLES

ORGANIZED INBOX

Inbox			
Compose	Primary	Promotions	Updates
Inbox 120			
Starred	Client A	Project Update	9:15 AM
Snoozed	Team Meeting	Agenda Attached	8:47 AM
Sent	Vendor	Invoice & Details	7:30 AM
Drafts	Travel Itinerary	Confirmation	May 18
More	Marketing Team	Content Plan	May 18
	System Alert	Account Security	May 17

CALENDAR & SCHEDULING BOARD

Today	May 2025	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23
9 AM						Reporting 9:00 - 10:00
10 AM	Client Call 9:00 - 10:00			Strategy Call 9:30 - 10:30		
11 AM			Team Meeting 10:00 - 11:00			
12 PM				Content Planning 11:00 - 12:30		
1 PM			Project Review 11:00 - 12:00			
2 PM	Focus Work 1:00 - 2:30				Yellow-up Emails 1:30 - 2:30	
2 PM				Strategy Call 2:00 - 3:00		

TASK & DOCUMENT TRACKER

Task / Document	Category	Status	Due Date	Priority
Client Proposal.docx	Proposal	Completed	May 18	High
Meeting Notes - Team.docx	Meeting	Completed	May 18	Medium
Invoice - Client A.xlsx	Finance	In Progress	May 20	High
Content Plan - May.pdf	Content	Completed	May 20	Medium
Travel Itinerary - NYC.pdf	Travel	Pending	May 22	Low
Q2 Report Draft.pptx	Report	In Progress	May 23	High



CUSTOMER SUPPORT & SALES SUPPORT

CLIENT PROBLEM



Slow response times and inconsistent follow-ups lead to lost leads and poor customer satisfaction.

SERVICES PROVIDED

- ✓ Live Chat & Email Support
- ✓ Ticket Management
- ✓ Lead Nurturing & Follow-ups
- ✓ Order & Inquiry Assistance
- ✓ CRM Updates & Data Entry
- ✓ Sales Support & Coordination

WORK PROCESS

- 1 Capture and prioritize incoming requests
- 2 Respond promptly with clear, helpful solutions
- 3 Update CRM and track customer interactions
- 4 Follow up to ensure satisfaction & resolution
- 5 Report insights & recommend improvements

RESULT



Happier customers, stronger client relationships, and improved conversion through consistent communication.

WORK SAMPLES

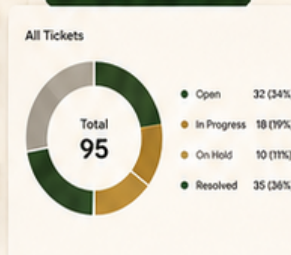
SUPPORT DASHBOARD

Dashboard	Overview
Tickets	Open Tickets 32
Customers	In Progress 18
Knowledge Base	Resolved Today 45
Reports	Avg. Response Time 1h 24m
Settings	
Recent Tickets	
TICKET #1004	High Open 2m ago
TICKET #1003	Medium In Progress 15m ago
TICKET #1002	Low Open 28m ago

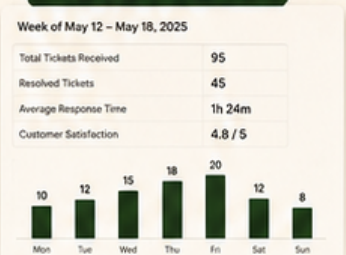
FOLLOW-UP TRACKER (CRM VIEW)

Lead / Customer	Last Contact	Next Follow-up	Status	Owner
John D.	May 18	May 20	Follow-up	Ann
Sarah M.	May 17	May 19	Interested	Mike
Tech Solutions	May 16	May 20	Proposal Sent	Ann
James L.	May 15	May 21	New Lead	Mike
Alpha Co.	May 14	May 22	Negotiation	Ann

TICKET OVERVIEW



WEEKLY SUPPORT REPORT



IMPACT IN NUMBERS



62% FASTER RESPONSE TIME
Average first response improved significantly.



80+ MEETINGS MANAGED MONTHLY
Schedules optimized and time protected.



45% REDUCTION IN FOLLOW-UPS MISSED
Consistent tracking keeps clients informed.



92% CUSTOMER SUPPORT COVERAGE
Timely support leading to higher satisfaction.





Service Highlights II

Lead systems, clean data, and measurable insights.



1. Lead Generation & Data Scraping

WORK SAMPLES



Client Problem

Difficulty finding qualified prospects and verifying accurate, up-to-date contact information.



Services Provided

Targeted lead generation, web research, data scraping, email finding, and list building.



Process

Define target → Research & scrape → Verify & enrich → Organize → Deliver clean, ready-to-use data.



Result

High-quality, verified leads that drive outreach, bookings, and measurable business growth.

Lead Tracker Dashboard

Total Leads: 1,248
▲ 25% vs last month

Qualified Leads: 542
▲ 32% vs last month

Conversion Rate: 18.7%
▲ 6.1% vs last month

Leads Over Time



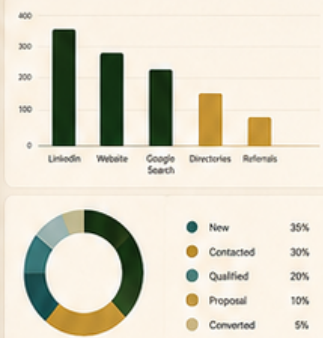
Lead Status



Company & Contact List (Sample)

Company Name	Contact Name	Title	Email	Phone
Greenfield Co.	Sarah Mitchell	Marketing Manager	sarah@greenfield.co	(415) 555-0198
BrighPath LLC	James Carter	Founder	james@brighpath.co	(415) 555-0162
Summit Partners	Olivia Bennett	Operations Director	olivia@summit.com	(415) 555-0137
Clearview Solutions	Daniel Brooks	CEO	daniel@clearview.co	(415) 555-0116
Elevate Brands	Sophia Lee	Brand Manager	sophia@elevate.com	(415) 555-0174
Northline Group	Ethan Wright	Sales Director	ethan@northline.co	(415) 555-0100
Horizon Ventures	Ava Turner	Partnerships Lead	ava@horizon.co	(415) 555-0141
ProGrowth Labs	Michael Reed	Growth Lead	michael@progrowth.co	(415) 555-0180

Lead Sources & Performance



Key Deliverables

✓ Targeted Lead Lists

✓ Verified Contact Details

✓ Company Profiles

✓ Lead Tracker Dashboard



2. Excel & Data Management

WORK SAMPLES



Client Problem

Messy data, duplicates, and unorganized spreadsheets lead to poor decisions.



Services Provided

Data cleaning, formatting, deduplication, structuring, and Excel automation.



Process

Review data → Clean & validate → Organize & structure → Analyze → Deliver insights & reports.



Result

Clean, reliable data that improves efficiency, accuracy, and strategic decision-making.

Cleaned & Organized Excel (Sample)

Company	Industry	Location	Revenue	Employees	Status
Greenfield Co.	Marketing	USA	\$2.4M	45	Active
BrighPath LLC	SaaS	USA	\$1.8M	32	Active
Summit Partners	Consulting	UK	\$3.6M	68	Active
Clearview Solutions	IT Services	Canada	\$2.1M	41	Active
Elevate Brands	Branding	USA	\$1.2M	22	Active
Northline Group	B2B Services	USA	\$2.9M	55	Inactive
Horizon Ventures	Investment	USAA	\$5.7M	75	Active
ProGrowth Labs	Marketing	Australia	\$1.6M	28	Active

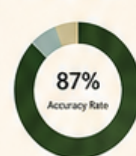
KPI Report Dashboard

Total Records: 2,450
▲ 22.4%

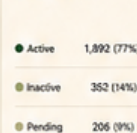
Unique Records: 2,138
▲ 19.8%

Duplicates Removed: 312
▲ 31.2%

Data Quality Overview



Records by Status

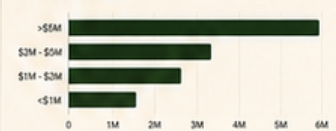


Data Analysis Snapshot

Top 5 Companies by Revenue

Company	Revenue	Employees
Horizon Ventures	\$5.7M	75
Summit Partners	\$3.6M	68
Northline Group	\$2.9M	55
Greenfield Co.	\$2.4M	45
Clearview Solutions	\$2.1M	41

Revenue Distribution



Key Deliverables

✓ Clean & Structured Workbooks

✓ Deduplicated & Validated Data

✓ Automated Excel Solutions

✓ Insightful KPI Reports



2,500+

Qualified Leads Delivered
Targeted. Verified. Ready.



95%+

Accuracy Standard
Clean, verified, and
reliable data.



24-48 hrs

Reporting Speed
Fast turnaround, on time,
every time.



100%

Organized Records
Structured for easy access
and smarter decisions.



Service Highlights III

Content visibility and strong brand presentation.



SOCIAL MEDIA MANAGEMENT

We help businesses stay visible, engage their audience, and grow their community with strategic, consistent social media management.

CLIENT PROBLEM



Inconsistent posting, low engagement, and lack of strategy lead to minimal growth and poor brand visibility online.

SERVICES PROVIDED



- Content Strategy & Planning
- Content Creation
- Post Scheduling
- Community Engagement
- Analytics & Reporting

OUR PROCESS



- Discovery & Audience Research
- Strategy & Content Planning
- Content Creation & Approval
- Scheduling & Engagement
- Analysis & Optimization

RESULTS



Improved engagement, greater reach, stronger online presence, and consistent brand communication.

WORK SAMPLES



CONTENT CALENDAR

	MON	TUE	WED	THU	FRI	SAT	SUN
Instagram							
Facebook							
LinkedIn							
TikTok							
Twitter							

SOCIAL MEDIA OVERVIEW

Followers **+4,250**
+32% vs last month

Engagement Rate **6.8%**
+1.9% vs last month

Reach **85.3K**
+45% vs last month



Plan with Purpose. Grow with Clarity.



Small Steps Today. Big Results Tomorrow.



Strategy Execution Growth



GRAPHIC DESIGN & BRANDING

We craft visuals that communicate your value, build trust, and make your brand unforgettable.

CLIENT PROBLEM



Unclear branding, poor visual identity, and inconsistent designs that fail to communicate professionalism and credibility.

SERVICES PROVIDED



- Brand Identity Design
- Logo & Brand Guidelines
- Marketing Materials
- Social Media Graphics
- Presentation & Pitch Decks

OUR PROCESS



- Brand Discovery & Research
- Concept Development
- Design & Revisions
- Finalization & Delivery
- Brand Consistency Support

RESULTS



Stronger brand identity, professional visuals, higher recognition, and increased customer trust.

WORK SAMPLES



OVERALL IMPACT



+4,250
Follower Growth
(Avg. 30 Days)



+68%
Engagement
Improvement



Stronger
Brand
Consistency



Premium
Brand
Presentation



Service Highlights IV

Digital presence, websites, and business documentation.



1. Website Development

We design and build professional, responsive websites that represent your brand and convert visitors into clients.



Client Problem

Outdated, slow, or non-existent websites that don't reflect your brand or attract clients.



Services Provided

Custom website design, responsive development, SEO basics, and content setup.



Our Process

Discovery → Planning → Design → Development → Testing → Launch

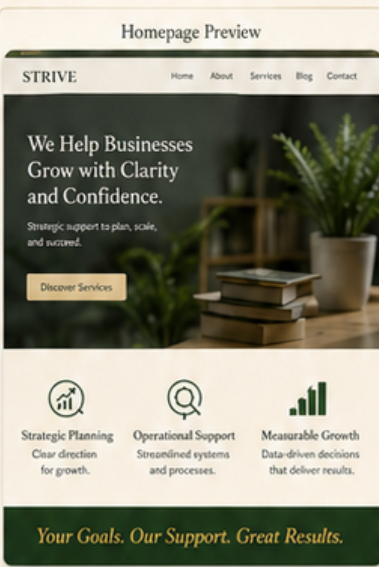


The Result

A modern, fast, and user-friendly website that builds trust and drives inquiries.



WORK SAMPLES



Service Page Preview

Our Services

Solutions designed to support your business at every stage of growth.



Virtual Assistant Support
Reliable support for your daily tasks.



Lead Generation
Find and connect with quality leads.



Data & Excel Management
Organize, analyze, and visualize data.



Social Media Management
Engaging content that grows your brand.



Website Development
Modern websites that perform.



Documentation & Translation
Clear documents. Global reach.

Let's build the right solution for your business.
Get in touch today.



2. Translation & Documentation Support

We provide accurate translation and well-structured documentation to help you communicate clearly and professionally.



Client Problem

Language barriers and poorly organized documents that cause confusion or delays.



Services Provided

Translation (EN ↔ Other Languages), report writing, formatting, and file organization.



Our Process

Review → Translate / Draft → Format → Proofread → Deliver



The Result

Clear, accurate, and well-organized documents that support your business.



WORK SAMPLES

Bilingual Document (EN ↔ ES)

Project Overview	Descripción del Proyecto
This report outlines the key activities, milestones, and results achieved.	Este informe describe las actividades clave, los hitos y los resultados obtenidos.
Objectives	Objetivos
- Improve efficiency - Increase visibility - Drive measurable growth	- Mejorar la eficiencia - Aumentar la visibilidad - Impulsar el crecimiento medible

Formatted Report



Documentation Checklist

PROJECT DOCUMENTATION

- ☒ Project Brief
- ☒ Requirements
- ☒ Research & Data
- ☒ Draft Document
- ☒ Review & Feedback
- ☒ Final Document
- ☒ Final Delivery

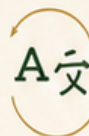
Organized File Structure



Translation Quality

English
High-quality support delivered with accuracy, clarity, and care.

Español
Soporte de alta calidad entregado con precisión, claridad y cuidado.



TOOLS WE USE



WordPress



Google Docs



Excel



Google Workspace



PDF Tools
(Adobe / iLovePDF)



Slack



Microsoft Teams



WhatsApp





Results & Testimonials

Real support. Real measurable growth.

We partner with business owners to bring structure, clarity, and strategy that lead to measurable improvements and long-term success.

TRANSFORMING BUSINESS OPERATIONS

BEFORE STRIVE

Disorganized. Time-consuming. Unclear.

- Scattered data and manual processes
- Missed deadlines and inconsistent follow-up
- Limited visibility and unclear priorities
- Time lost on repetitive administrative tasks
- Growth slowed by lack of systems



AFTER STRIVE

Organized. Efficient. Growth-focused.

- Streamlined systems and organized data
- Consistent delivery and proactive follow-through
- Clear visibility with actionable insights
- Time saved through smart automation & delegation
- Stronger growth through strategic support

MEASURABLE IMPACT



120+

Hours Saved

Reclaimed every month for growth-focused tasks



98%

Accuracy Standard

High-quality, reliable deliverables



2X Faster

Turnaround Speed

Tasks completed in half the time



100%

Organized Systems

Structured processes that scale efficiently



85%

Better Growth Efficiency

Improved productivity and decision-making

BUSINESS GROWTH OVER TIME



TIME BREAKDOWN: BEFORE vs AFTER



- Focused Growth Work (After STRIVE) — 70%
- Manual & Admin Work (Before STRIVE) — 30%

WHAT OUR CLIENTS SAY

“STRIVE brought clarity, structure, and consistency to our operations. We now save hours every week and focus on what truly matters—growing our business.”

★★★★★



RACHEL M.
E-commerce Founder

“The support is exceptional. Every task is handled with precision and care. STRIVE is a true partner in our success.”

★★★★★



DAVID L.
Marketing Agency Owner

“Our systems are finally organized, deadlines are met, and growth has become measurable. Highly recommend!”

★★★★★



JASON T.
Coaching Business Owner

Thank you for trusting STRIVE.

Together, we build stronger businesses and brighter futures.