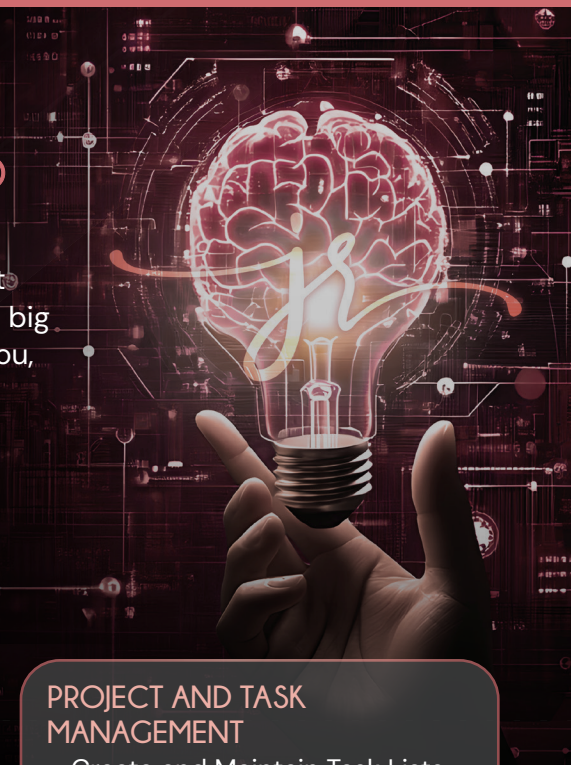
# JR STRATEGY & SOLUTIONS



We provide a variety of services, ranging from basic to advanced, to meet your needs—assistance on a flexible or real-time schedule. No task is too big or too small, so if your need is not listed below, just ask. We are here for you, ready to assist and tackle any task or challenge that comes our way!

## CALENDARING/SCHEDULING MANAGEMENT

- Manage and Coordinate Calendars
- Schedule Meetings
- Block Focus/Work Time
- Send Meeting Reminders and Confirmations
- Create and Manage Reoccurring Meetings
- Last-Minute Changes and Scheduling

## EMAIL MANAGEMENT

- Sort, Prioritize, and Respond
- Draft and Proofread
- Manage Inbox Rules and Filters
- Send Follow-up Emails and Reminders
- Automatic Responses
- Create and Send Mass Email Communications
- Triage Email Inquiries
- Maintain Contact List

## LIAISON

- External Communications
- Internal Communications

## DATA MANAGEMENT

- Maintain and Organize Electronic Filing Systems
- Structure and Naming Convention Creation

## MEETINGS & LOGISTICS

- Schedule Virtual and On-site Meetings
- Prepare Meeting Agendas and Materials
- Distribute Meeting Materials
- Taking and Distribution of Meeting Minutes
- Action Step Tracking\Circulation
- Organize Follow-up Needs

## FORMATTING AND EDITING

- Converting Documents
- Standard Document Formatting and Reformatting
- File Comparisons
- Presentation Edits
- Company Policies/SOP

## TEMPLATE CREATION

- Expense Tracking Spreadsheets
- Mail/Data/Email Merging Spreadsheets and Correspondence
- Agenda/Meeting Minutes
- Data Management Spreadsheets
- Invoicing and Billing

## DRAFTING

- Correspondence and Email Responses
- Meeting Minutes
- Workflow Processes and Improvements
- Standard Operating Procedures

## PROJECT AND TASK MANAGEMENT

- Create and Maintain Task Lists
- Track Deadlines and Deliverables
- Assist with Workflows and Processes
- Coordinate Internal Projects
- Provide Status Update and Progress Reports
- Manage Shared Electronic Documents and Files

## TRAVEL MANAGEMENT

- Schedule Flights, Hotels, and Transportation
- Travel Logistics, Itineraries and Expense Tracking

## MISCELLANEOUS

- Website Management
- Vendor Contract Management
- Track Vendor Services & Deliverables
- Research
- Expense Tracking
- Invoicing/Billing
- Licensing and Subscription Renewals

## "EVERY GREAT LEADER NEEDS A GREAT GO-TO PERSON!"

With a desire to see people and companies succeed, JR Strategies and Solutions is here to support you, lighten your load, brainstorm, create, enhance processes or workflows, and implement efficiencies.

**Don't see what you're looking for? Just ask—we're always ready for a challenge! No task is too small or too big.**

**CHATTANOOGA, TN | SERVING REMOTELY AND THE TRI-STATE AREA**

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