

YOURVEGASVA.COM

VIRTUAL ASSISTANT

Services

GET STARTED



About Us



I've been living on the edge of Sin City for years — and yep, it's exactly as wild, dazzling, and sleepless as you'd imagine. From lovebirds on their annual slot machine spree to big-time Whales dropping \$100K in one sitting, everyone comes to Vegas looking for something.

And guess what? So did you.

No, not blackjack or bottle service — you're here for a Virtual Assistant who knows how to make magic happen behind the scenes.

Whether you visit Vegas every other month or have never set foot on the Strip, Your Vegas VA is ready to roll the dice on your to-do list, keep the chaos in check, and make sure you come out on top.

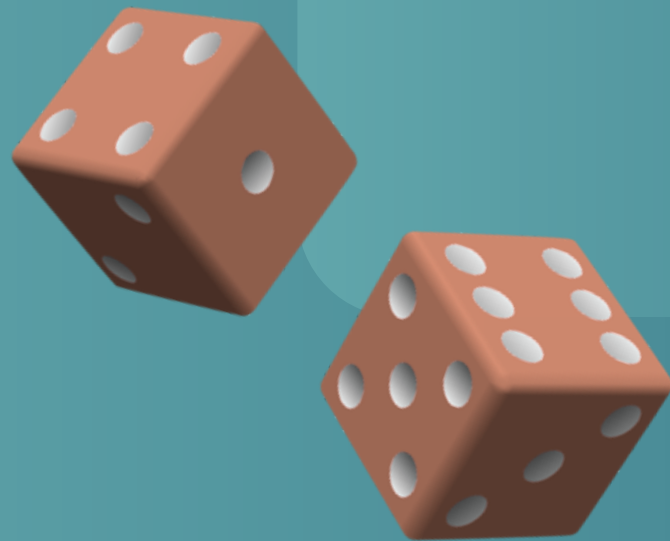
Because around here? The house doesn't always win. You do.

Background

I am ready, willing, and more than able to tackle the tasks that are slowing you down - whether it's something you don't know how to do (like designing a standout Canva presentation), don't want to do (hello, blog writing and editing), or simply don't have time to do (calendar chaos, begone!).

With years of experience in administrative and executive support, project management, purchasing, and all things writing - from editing to proofreading - I've got the skills (and the stamina) to help you stay focused, productive, and stress-free.

Let me handle the behind-the-scenes, so you can shine front and center.



Not to Brag, but...



"Trish is a fast learner with a knack for problem solving even the most difficult and challenging of use cases."

David Hinden, Sr. Financial Systems Analyst

"She brought focus, determination, and positivity to the office every day. Her eagerness to always learn and improve was refreshing and appreciated."

Michael Boley, Content Marketing, Communications, Strategy

"Trish was one instrumental in launching our company. Her contributions and professionalism were invaluable."

Jason Job, President/CEO at Job Industrial Services

"She created efficient systems, scheduled tasks flawlessly, and kept everything on track with humor and grace."

Bonnie Burn, DISC Certification Export

Plan

THE STRAIGHT

Ideal for basic ongoing admin or content tasks

\$450/month
10 hours

THE FLUSH

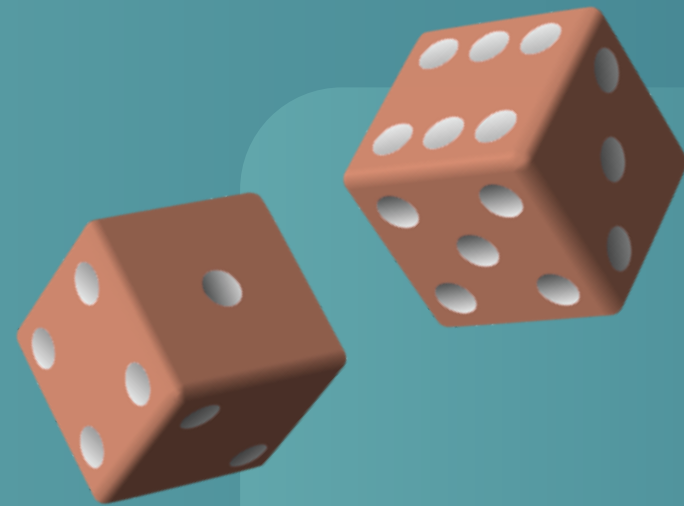
More hours and executive support for growing businesses

\$1250/month
25 hours

THE FULL HOUSE

Includes executive support, comprehensive website management and support

\$2000/month
40 hours



OUR TEAM



**TRISH
CHRISTOFFERSEN**

OWNER/OPERATOR



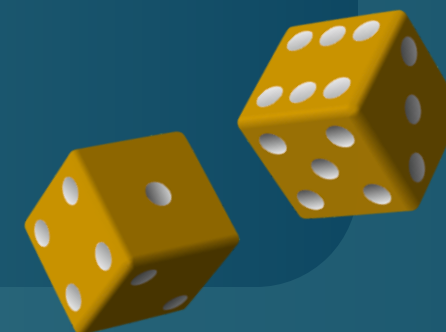
RUDY

CHIEF ENTERTAINMENT
OFFICER



FRANKLIN

SECURITY



Our Services

SERVICE 01

- Website management
- Social media graphic design (Canva, Adobe)
- Email marketing (ConvertKit, Mailchimp, MailerLite)
- Survey and form creation

SERVICE 02

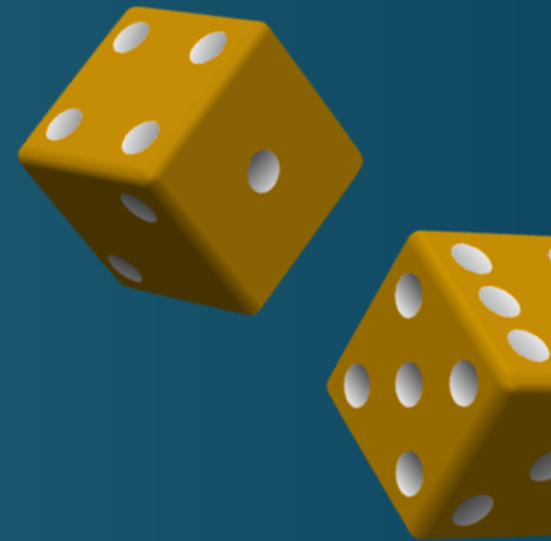
- Email management
- Calendar management
- Project management
- Travel arrangements, including car, hotel, and flights

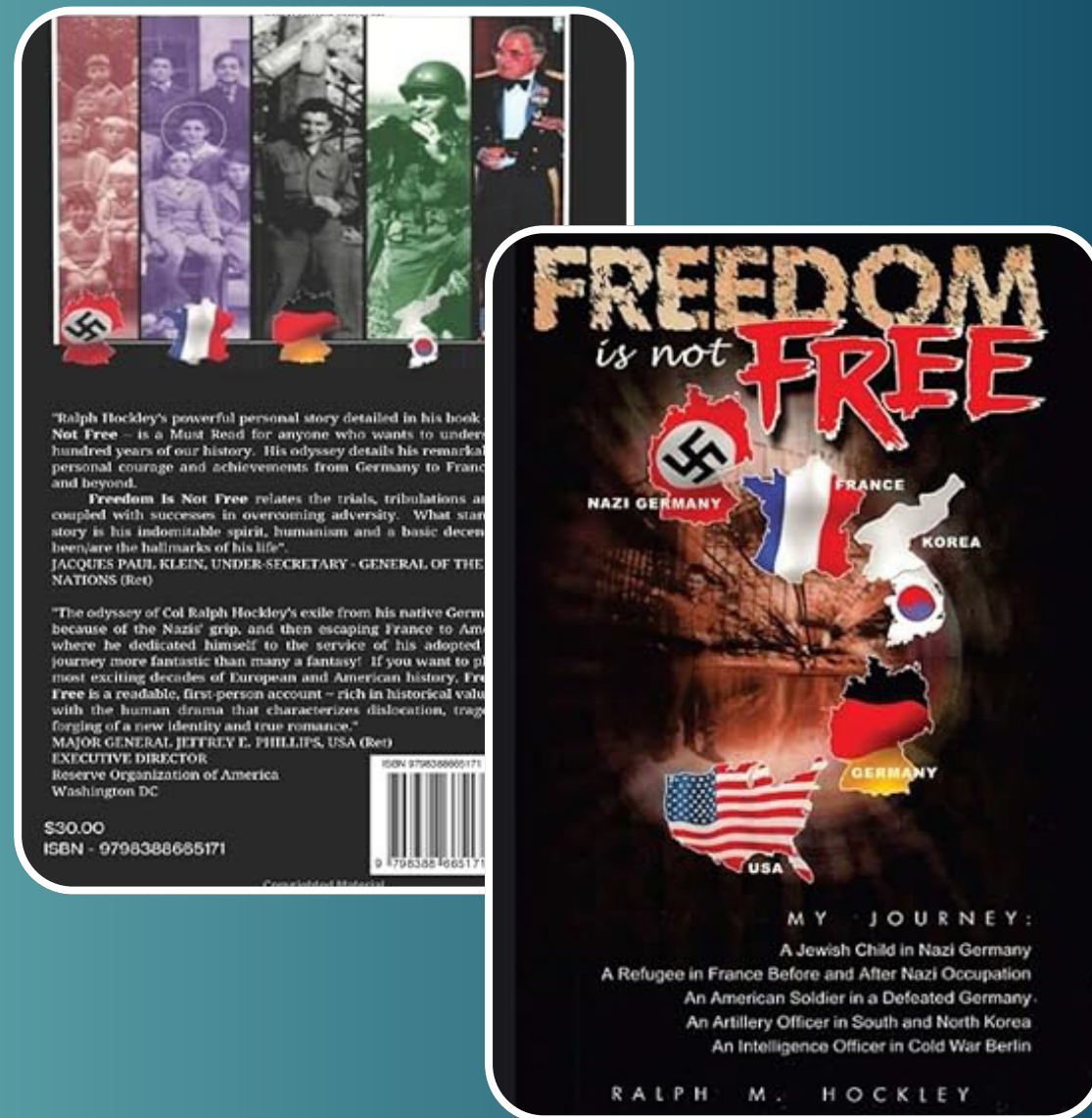
SERVICE 03

- Blog post and newsletter writing
- Editing and proofreading
- Newsletter design and distribution
- Repurposing and optimizing content

SERVICE 04

- Concierge services (ordering gifts, sending thank you notes)
- Research, using Google, Bing, and AI services
- SOP creation
- File organization using Google Drive and Microsoft Teams





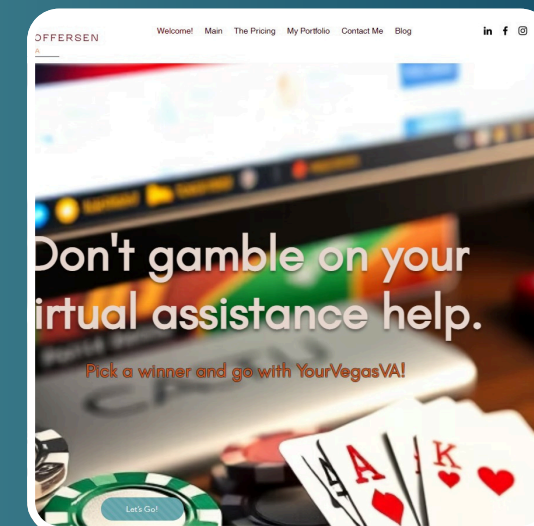
Ralph & Carolyn Hockley

Assisted in the updating, proofing, editing and publication of book entitled, *Freedom Is Not Free*, written by Ralph Hockley.

“A Jewish Child in Nazi, Germany
A Refugee in France Before and After Nazi Occupation
An American Soldier in a Defeated Germany
An Artillery Officer in South and North Korea
An Intelligence Officer in Cold War Berlin”

100 Ninjas

Provide remote administrative support to 16 C-level executives, managing calendars, travel, virtual meetings, and expense reports via Emburse. Oversee legal documentation, NDA tracking, and logistics using BOX and Google Suite. Maintain websites (Squarespace, WordPress), newsletters (MailerLite), and virtual events (Whova, EventBrite), while handling invoicing through Bill.com and vendor payments via QuickBooks. Created SOPs for onboarding and operations using Signwell and Google Workspace. Manage digital communications, LinkedIn analytics, email marketing (ConvertKit), and onboarding through Intellum LMS. Conduct market research with Semrush, Crunchbase, and ZoomInfo. Built tracking systems in Monday.com and edited PDFs in Adobe. Designed presentations and coordinated complex international travel for a Paris-based executive.





 702-912-3250

 trish@yourvegasva.com



CONTACT US