



Hello!

I'm Kate of Kate Woods Executive Solutions. In addition to providing businesses flexible options to reach their goals, I love to give back to my community by serving several local organizations that are close to my heart.

When I am not working or volunteering, you can find me along side my family (partner Brad, toddler Ira Finnley, & lab-pit Eleanor Rigby) exploring the great PNW, dancing to live music, enjoying a local food, or playing in the garden.

Let me help!

With decades of experience in Customer Service, Sales, Training, Policy & Procedures, as well as Front and Back Office Management, I'm here to support you in the day to day or in achieving your next target.

Schedule a
Discovery Call



Kate Woods

EXECUTIVE SOLUTIONS



Indigenous Owned & Operated

Free your time to work on your business and not in your business with an Executive Virtual Assistant

I can help you with...

- Customer Service
- Client Experience
- Targeted Sales
- Administration
- Scheduling
- Invoicing
- Data Entry
- File Management
- Organization
- Calendar Management
- Email Management
- Review Management
- Social Media Response
- Meeting Facilitation
- Meeting Scribe
- Document Creation
- Policy & Process
- Single Source Documentation
- Retail Trade Cycle
- Tech Stack
- and more!

Monthly Packages starting at...*

**10
HOURS**


\$440

**20
HOURS**



\$880


**40
HOURS**



\$1,760

*Custom hours and one-time project packages available

Getting Started....

 **Let's Chat.** Simply book a discovery call to chat about your vision and needs.

 **If we are a fit,** I will send over a customized proposal, contract, and invoice within 48 hours of our call.

 **I will get to to work** once our contract is signed and the invoice is paid!

Kate Woods Executive Solutions

contact@kwexecutive.solutions

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