

# With the *Dolinkas*

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VIRTUAL ASSISTANT SERVICES PORTFOLIO



# WELCOME



## I'm Toni!

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Hi, I'm Toni Dolinka.

I'm an operations-minded problem solver who loves bringing order to the chaos of running a business.

Over the past 20+ years, I've worked as a high school math teacher, a certified project manager at Hewlett-Packard, and a business leader supporting and growing teams of hundreds. Those experiences taught me how to manage projects, streamline processes, communicate clearly, and keep the details from falling through the cracks.

Today, I help busy business owners stay organized, save time, and move their businesses forward with confidence.

A few things about me...

- 💖 I believe organization creates freedom.
- 💖 I love turning complicated processes into simple, repeatable systems.
- 💖 I'm just as comfortable working in Excel as I am designing in Canva.
- 💖 My favorite role is being the person behind the scenes who makes everything run smoothly.

My goal is simple: to help your business run more smoothly so you can spend more time doing what only you can do.

A handwritten signature of Toni in a cursive, black ink style. The signature is written in a fluid, elegant script, with the first letter 'T' being particularly large and stylized.

# MY SERVICES

## **Data Entry & Management**

Accurate data management to keep your business organized.

## **Client Relationship Management (CRM)**

Keep client information maintained and organized and follow-ups on track.

## **Email Management**

Organize your inbox so nothing important gets missed.

## **Calendar Management**

Coordinate schedules, meetings, and deadlines with ease.

## **Facebook/Social Media Management**

Maintain a consistent and engaging social media presence.

## **Canva Services**

Professional graphics, presentations, and marketing materials.

## **Branding Services**

Create cohesive visuals that reflect your brand professionally.

## **Community & Team Support**

Support and engage your team with recognition, training, resources, and communication.

## **Market Research & Analysis**

Research trends, competitors, and opportunities to support business growth.

# PORTFOLIO

## EMAIL CAMPAIGN MANAGEMENT

Create strategic email campaigns and automated sequences that nurture leads, build relationships, and increase conversions.



I noticed you started your skin analysis but didn't quite finish it, so I wanted to check in and see if you had any questions or if something got in the way.

The reason I ask is because the results are really the best part. In less than a minute, you'll get a personalized look at what your skin needs most right now along with recommendations designed specifically for your skin.

Whether your goal is healthier skin, a smoother complexion, a more youthful appearance, or simply feeling more confident when you look in the mirror, it all starts with understanding what your skin needs first.

If you'd like to finish your analysis, you can pick up right where you left off here:  
[👉 Complete Your Free Skin Analysis](#)

And if there's anything I can help with, just reply to this email. I'm always happy to help.

Sincerely,  
Toni 💕



If you'd no longer like to receive our emails you can [unsubscribe](#)

# PORTFOLIO

## BRAND IDENTITY CREATION & MANAGEMENT

Create a polished, cohesive brand identity that gives your business a professional and consistent look across every platform.



### TYPOGRAPHY

Brittany

Glacial Indifference

### COLORS



#FFFFFF



#EBE4EB



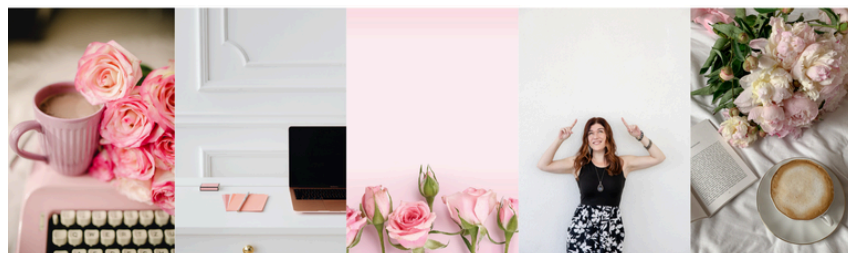
#ECC4CA



#423F32



#000000



# PORTFOLIO

## TEAM COMMUNICATIONS & RECOGNITION

Design branded recognition, presentations, and team communications that inform, inspire, and engage.



# PRICING

Choose the package that works the best for you!

| Essential Support                                                                                                                                                                                                 | Growth Partner                                                                                                                                                                                                                                                                | Business Partner                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>\$800 per month</b>                                                                                                                                                                                            | <b>\$1,600 per month</b>                                                                                                                                                                                                                                                      | <b>\$3,200 per month</b>                                                                                                                                                                                                                                                              |
| <b>BEST FOR:</b><br><br>Entrepreneurs needing dependable administrative support and help staying organized.                                                                                                       | <b>BEST FOR:</b><br><br>Growing businesses ready to delegate recurring tasks, marketing, and project coordination.                                                                                                                                                            | <b>BEST FOR:</b><br><br>Business owners looking for a strategic operations partner to help manage and grow their business.                                                                                                                                                            |
| <b>You'll Receive:</b><br><br>✓ Day-to-day administrative support<br>✓ An organized inbox and calendar<br>✓ Accurate business records<br>✓ Professional Canva graphics<br>✓ Reliable behind-the-scenes assistance | <b>You'll Receive:</b><br><br>✓ Everything in Essential Support<br><b>PLUS</b><br>✓ Marketing and email campaign support<br>✓ Ongoing project coordination<br>✓ Team communication and engagement<br>✓ Consistent brand management<br>✓ A business that runs more efficiently | <b>You'll Receive:</b><br><br>✓ Everything in Growth Partner<br><b>PLUS</b><br>✓ Strategic operational support<br>✓ Launch planning and execution<br>✓ Business process improvement<br>✓ Executive-level project management<br>✓ A dedicated partner invested in your business growth |
| <b>Up to 20 Hours</b>                                                                                                                                                                                             | <b>Up to 40 Hours</b>                                                                                                                                                                                                                                                         | <b>Up to 80 Hours</b>                                                                                                                                                                                                                                                                 |

\*Additional hours will be charged at \$50 per hour, or you may choose to upgrade to the next package tier.

# TESTIMONIALS

"I've had the privilege of knowing and working alongside Toni for years, and she's the real deal. She brings a rare combination of big-picture business thinking and behind-the-scenes execution — polished design work, organized systems, and follow-through you can count on every single time. **Toni brings real value to any business she touches**, and I couldn't recommend her more highly."

-Becky Launder, Modern Direct Seller



I highly recommend Toni Dolinka. She is one of the **most dependable, efficient, and capable professionals I've worked with**. She completes every task quickly, accurately, and with exceptional attention to detail.

Toni has an impressive combination of technical and creative skills. She's highly proficient with Canva, spreadsheet management, data organization, and creating polished, professional materials. She learns new systems quickly, takes initiative, and consistently delivers results that exceed expectations.

If you're looking for a virtual executive assistant who is **organized, proactive, and genuinely makes your job easier**, Toni would be an incredible addition to your team.

-Melissa Soete, President ABBI North America

"Toni is organized, detail-oriented, and truly takes the time to understand exactly what you need. She has a great business mindset and a talent for making marketing look polished, professional, and engaging. She's dependable, proactive, and **consistently delivers high-quality work**. Her ability to analyze data is truly remarkable. She sees patterns and opportunities that most people would overlook. Toni will go the extra mile to make sure you have exactly what you need. I highly recommend her to anyone looking for a skilled virtual assistant who genuinely helps businesses grow."

-Jenifer McCann, Beyond Beauty





*Let's do  
this!*

Ready to take your  
business to the next level?!

**Click here to book  
a call with me!**



If you have any additional questions,  
don't hesitate to email me [tonia@withthedolinkas.com](mailto:tonia@withthedolinkas.com)