



Mimi Thrasher

416-388-3450 | mimi@mimithrasher.com

Trusted Personal Entrepreneur's Assistant

Organized
Efficient Partnership
Innovative Solutions

Areas of expertise

- Time Management
- Team Empowerment
- Productivity & Coordination
- Bookkeeping
- Speaker Concierge
- Event Management
- Graphic Design
- Wix
- Infusionsoft/Keap

Examples of key deliverables

- Designing and maintaining office systems
- **Discounted Shipping**
- Arranging travel & accommodation
- Calendar management
- Making Appointments
- Background research
- Liaison with clients, suppliers and staff
- Meeting preparation
- Event Management
- Online Summits
- Eventbrite Management
- Facebook Management- events and posting
- Web development
- Creation of Forms (sponsor/vendor/speaker agreements, photo/video waivers, FAQ's etc)
- Plan of action and execution to support your goals
- 1 on 1 sessions with Leader

I work with entrepreneurs and small business owners to give them the tools to create time freedom. Together, we define goals and execute a collaborative plan of action that achieves unprecedented results.

What is Unique About Me?

- I am a jack of all trades and a master of *many*.
- If I can envision it, I can make it happen.
- I listen for what is in the unsaid.
- I learn how you think, anticipate your needs and wrap customized solutions around it.

Sharing my knowledge, wisdom and experience about organization is my favorite thing to do. Whether it is team empowerment or productivity strategies, I contribute and support management in such a way that they meet and exceed their goals.

Benefits

- Step off the “hamster wheel”
- Reduce job stress
- Culture of “we”
- Accelerated productivity
- More done in less time
- Time freedom
- More vitality/better health
- Improved performance results

Achievement

- Amazon **best selling author** of *Success Without Stress: A Road Map for Busy People*