



JULIE
CREATIVE
SPACE

Portfolio

WELCOME



Giuliana Cristini Founder & CEO of



Hey there!

Giuliana, Founder and CEO of Julie Creative Space here. Julie Creative Space is a Virtual Lab Boutique, **with the mission to serve small business owners, reducing their workload and freeing up their time, so they can focus on their priorities!**

Having worked in the administrative field for more than 12 years, being an Assistant Manager for more than 2 years and a Virtual Assistant for more than 1 year, I had the opportunity to meet lots of customers, work with lots of different businesses and I have realised that **there are a few fundamental tasks and tools to grow your business, that busy small business owners like yourself, are struggling with.**

For this reason, **we have created a few specific services**, niching them down on **3 specific areas, where we know you may need some help and expertise.**



We love our customers, taking care of their business and see them succeed it was keep us alive! We can't wait to serve you and your business, giving you back your time and, finally do what is really matter to you!

A handwritten signature in black ink that reads 'Giuliana'.

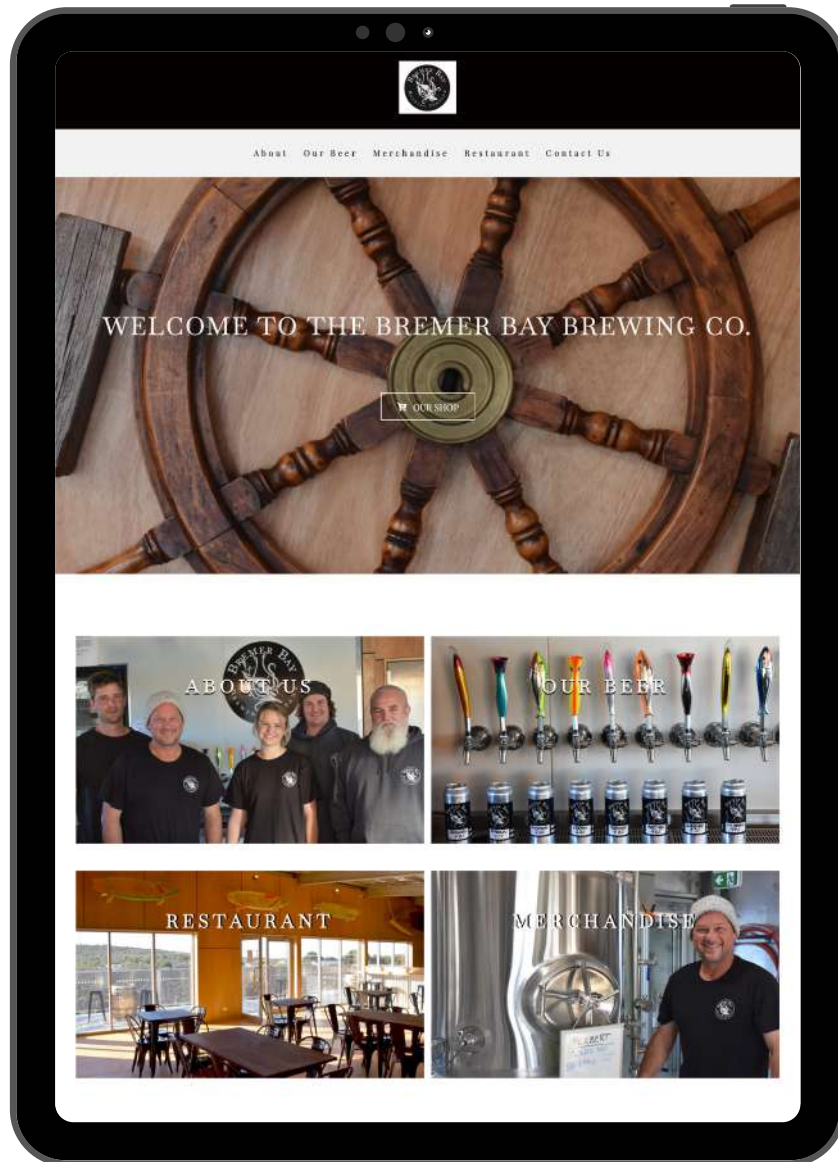
HOW CAN WE HELP?

OUR SERVICES INCLUDE:

- Email Management/Filtering;
- Calendar Management;
- Appointments Setting;
- Data Collection and Entry;
- Customer Support (Email, Management Software and Social Media);
- Bookkeeping (Payments and Invoices (using Xero and ServiceM8, but easily learning on other softwares)
- Accounts reconciliations
- Payslip (checking timesheets, creating pay runs, employees setup, payslips, etc...)
- Basic Design via Canva;
- Basic Design via Adobe Suite Programs (such as Illustrator, InDesign and Photoshop);
- WordPress Website Design, using Weeknight Website Platform;
- Setup and installation of hosting and domain accounts;
- Creating landing pages and sales pages;
- Configuration of payments gateways (PayPal and SamCart);
- Setup and optimised business social media profile and pages;
- Other virtual and design services, as available;

PORTFOLIO

Wordpress Website Design



User-friendly and high customized website

PORTFOLIO




Landing Pages



A Customer needs to see something approximately 7 times before take an action!

Meaning: you have to spend your time, energy and money on the platform where your Ideal Target Audience is hanging out, and consistently engage them with value and pain points solver contents.

Let's start on having an optimized Business Page to help our customers to find us easier and give them a better user experience.

 <p>FACEBOOK</p> <p>In our opinion, Facebook is one of the most important Platforms for a good Social Media Strategy.</p> <p>Millions of companies use Facebook, on the daily basis, to share organic news, events, talk to their customers and manage highly targeted campaigns.</p> <p>CHECK IF YOUR FACEBOOK BUSINESS PAGE IS ALREADY OPTIMISED</p>	 <p>INSTAGRAM</p> <p>Instagram is another amazing platform to consider for your Social Media Strategy.</p> <p>Engagement with brands on Instagram is 10 times higher than Facebook, 5x times higher than Pinterest and 84 times higher than Twitter.</p> <p>CHECK IF YOUR INSTAGRAM BUSINESS ACCOUNT IS ALREADY OPTIMISED</p>	 <p>PINTEREST</p> <p>Pinterest is the Platform that function as a Search Engine and every post (aka Pin) pinned on one of your Board builds SEO with referral traffic, that directly turns your leads into sales.</p> <p>And, the best on the table, Pinterest is a great tool to drive traffic to your website and/or blog.</p> <p>CHECK OUR PINTEREST GUIDE</p>
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Done directly in your Wordpress Website using Weeknight Website

PORTFOLIO

Landing Pages using LeadPages



Make your Dream Home Come True!

[Send me the Free Ebook!](#)

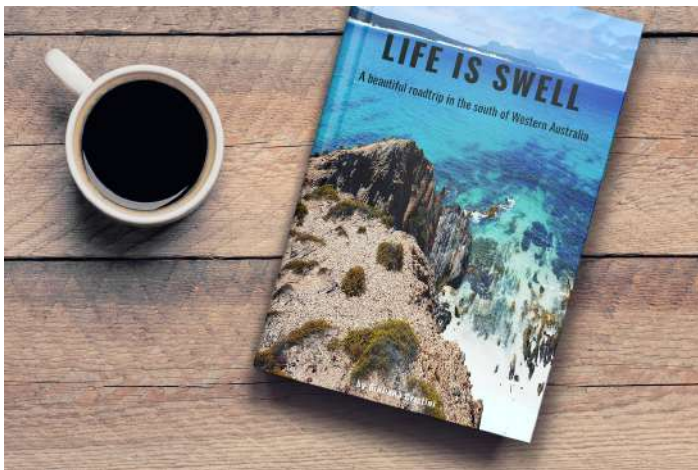
OMG! This is Real!

Thanks for signing up for our free ebook: 10 Tips to Style Your Dream Home for Less Than \$1000! You will receive your free ebook in your inbox shortly!



PORTFOLIO

Ebooks and Marketing Materials



Ebook Cover & MockUp Creation



Business Card Creation & MockUp Creation

PORTFOLIO

Blog Post and Email Marketing Graphics



Blog Post Graphic



and more...

PRICING

CHOOSE THE PACKAGE THAT'S BEST FOR YOU

You can customize your packages due your needs and budget!

Virtual Assistant Services

TIER 1: BASIC

UP TO 10* HOURS PER
WEEK

ALL SERVICES INCLUDED

ACCESS TO YOUR
PERSONAL CLIENT
PORTAL

\$ 400

TIER 2: PRO

UP TO 15* HOURS PER
WEEK

ALL SERVICES INCLUDED

ACCESS TO YOUR
PERSONAL CLIENT
PORTAL

\$ 600

TIER 3: PREMIUM

UP TO 20* HOURS PER
WEEK

ALL SERVICES INCLUDED

ACCESS TO YOUR
PERSONAL CLIENT
PORTAL

\$ 800

*additional hours will be charged at 42\$ per hour, or you may be upgraded to the next package tier

Wordpress Website Design

PROJECT TIME:
8 - 10 WEEKS

\$ 3500

TESTIMONIALS



Giuliana from Julie Creative Space has worked closely with myself and our team at Bremer Bay Brewing Company on the design and creation of our website. The experience has been pleasant and made easy by Giuliana's professionalism, technical skills and desire to achieve our goals. She has worked tirelessly and patiently with us and provided invaluable input throughout the process. We will continue to use Julie Creative Space for the ongoing maintenance and development of our company's website and online store.

Zane Mitchell | Owner and Founder of Bremer Bay Brewing Co.

Giuliana has been a godsend for us at SeaSponge Cleaning and Maintenance! We used to work throughout the night to keep our business running until we found Julie Creative Space. Giuliana takes care of our business in such a short amount of time given the amount of tasks she can complete so efficiently and thoroughly.

It's been very helpful for us as we often get caught up during the day which can be very stressful. It's such a relief knowing that we have Giuliana to come in and sort everything out when we can't. She does emails, bookings, quotes, follows up with our employees, takes phone calls, does invoices, and with her background in payroll, it made the transition into bookkeeping for our company easy. She takes care of reconciling accounts, payroll, entering in new employees, sending invoices, following up on payments, and sending monthly statements.

We now, finally, have a constant flow of money coming in without ever having to worry about it so that we can get back to business. Giuliana is trustworthy, knowledgeable and easy to work with. We hope to keep Giuliana as our virtual assistant for many years to come.

Carmen Kershaw | Owner of SeaSponge Cleaning Company



GET STARTED

**READY TO GET YOUR TIME BACK AND TAKE
YOUR BUSINESS TO THE NEXT LEVEL?**

FILL UP OUR CONTACT FORM ☐☐

[CLICK HERE](#)

OR

SECURE YOUR SPOT FOR A FREE 15 MINUTES COFFEE CHAT ☐☐

[CLICK HERE](#)

**IF YOU HAVE ADDITIONAL QUESTIONS, YOU MAY CONTACT
HELLO@JULIECREATIVESPACE.COM OR USE OUR SOCIAL MEDIA LINKED
BELOW:-)**

