



PORTFOLIO



The Biz Servant's Heart Services

We help people feel less overwhelmed and supported in their work.

We utilize practical wisdom and interpersonal skills to fulfill tasks and propel our clients' visions.

We're guided by the Christian perspective of service (to assist, support, uplift, or provide, Galatians 5:13) and exemplify this through our professionalism, conduct and company culture.





Hello, I'm Chassidy!

**I hate being left hanging.
So when I see a need, wherever I
am, I fill it.**

I have over a decade of administrative experience and one thing I'm sure of is this: *the world is full of people with great ideas. But not all visionaries can execute, and implement vision.* People like me, virtual assistants, support staff and servant leaders bridge the application gap for visionaries and business owners like you. We support, guide, and carry out work that leads to accomplished goals.

When I'm not working I enjoy spending time with family, traveling, and writing. I consider myself a bakery connoisseur, and my average skills include driving and cooking.

Owner | Founder

Skills & Abilities

Industry Skills

- Virtual Assistance
- Social Media Management
- Project Coordination
- Customer Engagement
- Writing
- Blogging
- Content Development
- Event Support
- Digital Marketing
- Research & Planning

Tech & Tool Proficiency

- Canva
- Squarespace
- Wordpress
- Google Drive
- MailerLite, Mailchimp & Constant Contact
- Social Media
 - Facebook
 - Instagram

Interpersonal Skills

- Empathy
- Leadership
- Awareness
- Communication
- Conflict Management & Resolution
- Diplomacy
- Humor & Lightheartedness
- Team Building
- Respect

01 Project

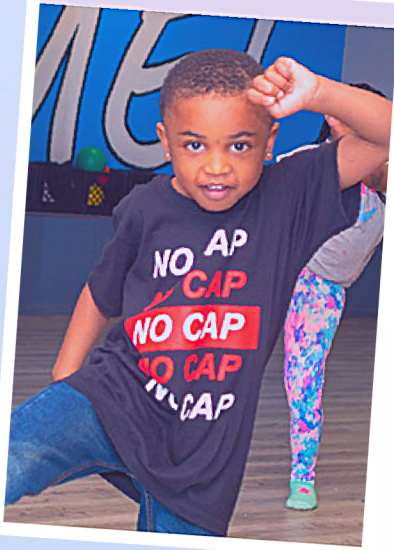
Social Media

Here's an abbreviated mix of social posts for client Tintswalo Catering's cooking contest entry.



Understanding Adolescent Care

📍 Youth Life Center 📅 October 31, 2022



Most would agree that their middle school years were “awkward” for a good reason.

Braces, puberty, and peer pressure often dredge up uncomfortable memories. So how do we classify this timeless period in our lives?

Adolescence.

Hailing from the Latin root word *adolescere*, meaning to “grow into maturity,” adolescence is characterized by transitional themes to a person or environment biologically, psychologically, socially, and spiritually on average between 11-19 years old.

According to the [World Health Organization](#), “adolescents experience rapid physical, cognitive and psychosocial growth. This affects how they feel, think, make decisions, and interact with the world around them.”

Bottom line? It's not just you. Your kids *are* crazy... well, sort of.

Why focus on adolescents?

02 Project Writing

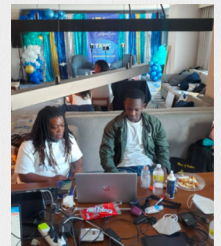
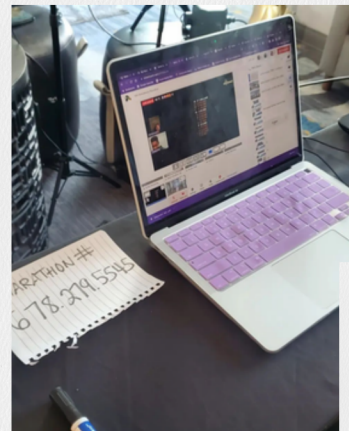
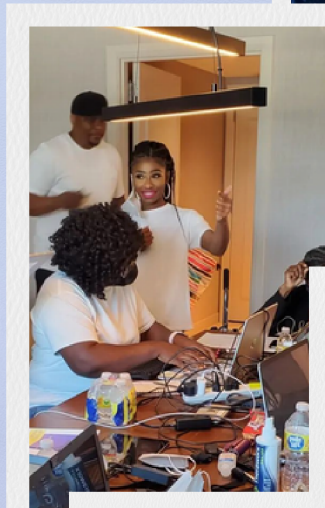
Understanding Adolescent Care was ghostwritten for a client to highlight the importance of after-school care for youth.

03

Project

Project Management

Faith-based social media
marathon organized for
ministry's 15th anniversary.



Chassidy has been a gift to us from day 1. As I grow my technology consulting business from a single-consultant offering to a company with a team of professionals, Chassidy has been there to help me offload tasks that don't require my specific skill set and help me refocus my energy on business and team development. When I make a request, I don't have to think about it anymore - it's handled. The fact that we were able to grow our business during the pandemic is largely due to Chassidy's support. I truly appreciate the service and freedom she gives me each and every day.



Dr. Lisa Richardson
Founder & CEO, Main Street MarTech

I've had the pleasure of working with Chassidy for 8-9 years on several events and projects. There are many things I admire about Chassidy. The top three things that come to mind are 1) Innovation, 2) Leadership, and 3) Results. Chassidy is always looking for greater innovation for growth opportunities in whatever she is working on. It is because of her great leadership that she can communicate the vision effectively to her team for seamless execution. This allows her to deliver results that meet objectives and vision. It is always a pleasure to work and collaborate with Chassidy. She is truly an asset to any project.



Bibi Williams
Master Organizer of Khaos

As a business owner, I have called on Chassidy to provide solutions to grow our international business sector through her administrative giftings. Whether it was a routine issue or an unusual occurrence, Chassidy always displayed vast knowledge and understanding of business practices, guidelines, and policies. Because of this, we called on her again to help grow our creative division through content creation. I found that in the rare situation that she does not immediately have an answer, she is determined to gather the necessary data to resolve any issue at hand.



Latoria Harris
President & Licensed Customs Broker

Client Testimonials



Let's Connect



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