



# myVA360

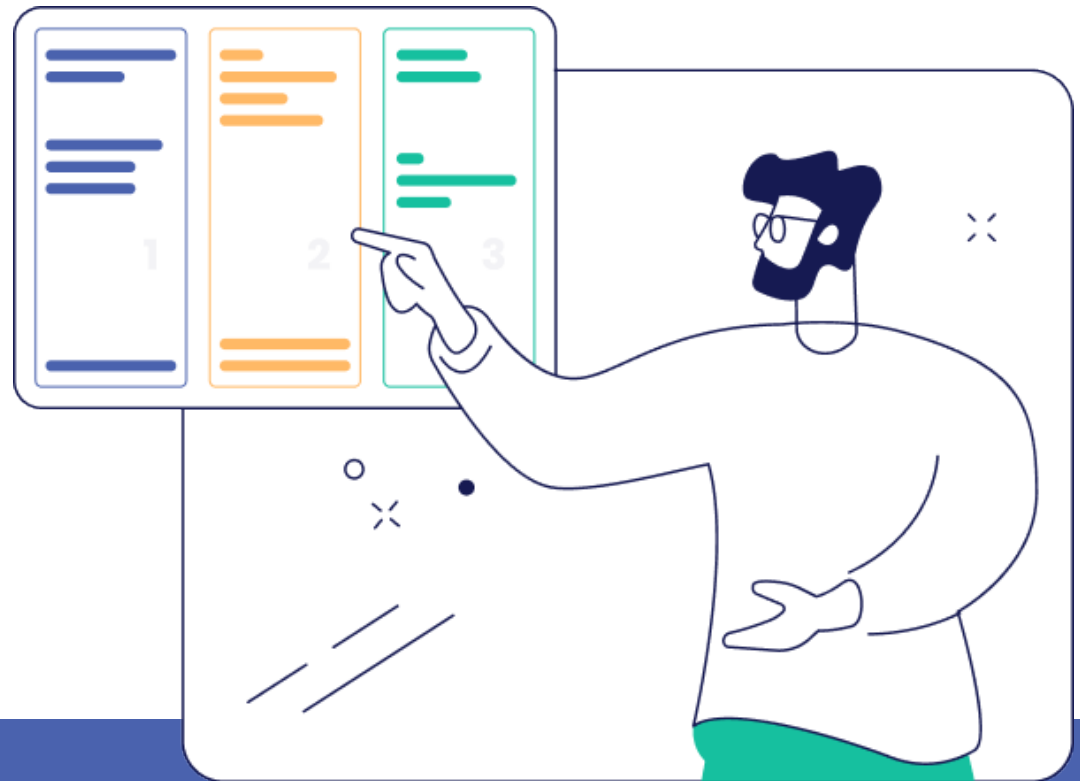
## media kit



## WHO WE ARE

We are a team of experienced and dedicated professionals, passionate about providing top-notch virtual assistant services.

Our completely remote company means that we can offer our services globally, and we're available to work around the clock to ensure that we're always there when you need us.



## OUR STORY

In 2019 we noticed that people were burning out from having too much on their plates. This, as well as mundane admin, was preventing them from reaching their potential. We created myVA360, a service that matches skilled virtual assistants with those in need of support. By 2021, we had over 200 clients worldwide and expanded our team to better serve them. Our goal is to help our clients be their best, and we are excited about what the future holds.

## COMPANY CULTURE

We are a fully remote company, whose diverse workforce operates independently whilst being part of a cohesive team.

We are led by integrity; with empathy, authenticity, and respect at the core of everything we do. People-orientated, we are approachable, transparent, and understanding.

In delivering our service, we are proactive, responsive, and accountable.

myVA360 provides a working environment that is progressive, professional, and flexible. We believe that creating the right life balance to allow the space and time for what is most important, to you, is the key to happiness. As we offer this opportunity to our team, so in turn, they offer this to our clients.

# ABOUT THE FOUNDER AND CEO

## JELENA MIJAJLOVIC

Jelena Mijajlovic is a successful and dynamic entrepreneur and businesswoman, and the owner of myVA360 - a booming international virtual assistant agency. Jelena graduated from a Serbian University with a Degree in English Language and Literature. She moved to the United States in 2015.

Her career has included a variety of roles in a variety of industries. With each job she recognised that she wanted to rather forge her own path – create and lead a team, foster a positive company culture, and facilitate a healthy work-life balance for herself and others.

After an extensive search, Jelena stumbled across the concept of virtual assistance. She knew that she had found what she was looking for. Jelena invested her time and energy into learning as much as possible about the virtual assistant industry, creating a business plan, and setting goals for herself and her company.





Jelena's business model was built from scratch, without any outside investment or financing. She relied on her own funds and a bootstrap mentality to grow her business. Her hard work paid off, as myVA360 has grown into a successful agency that provides virtual assistant services to clients all over the world.

Jelena's dedication to her business and her family has made her an inspiration to many entrepreneurs, and she continues to lead her company with passion and integrity.

Jelena resides in Miami, Florida with her partner and two children. When she is not shoulder deep in pioneering the VA industry or relishing motherhood, you will find her reading, baking, or taking long walks.

# ABOUT THE COO

## ROBYN DE VILLIERS

Robyn de Villiers is the Chief Operating Officer at myVA360.

Robyn has a Degree in English and Psychology, and a Post-Graduate in Marketing Management. She has more than 15 years of experience working in strategic and leadership roles within Marketing, Branding and Communications.

Robyn's strength lies in her ability to see the big picture whilst simultaneously having an eye for the smallest details. She is resourceful and solutions-orientated, and enjoys developing traditional and digital strategies; overseeing projects, processes, and teams; and getting involved in all aspects of marketing and communications.

In addition to this, she is an unabashed advocate for a positive and healthy working environment that draws on equality, respect, and integrity. It is her belief that a company culture such as this creates service excellence, business success, and a happier life.

Robyn lives in Cape Town, South Africa with her husband and son. A true Capetonian – she loves being outdoors and active with a glass of wine in hand.



# WHO WE SERVE

- Executives
- Entrepreneurs
- Small Businesses
- Real Estate
- Amazon sellers
- Nonprofits
- IT Companies
- Life & Business coaches
- Doctors







## SERVICES

- Administrative Work
- Personal Assistance
- Social Media Management
- Web Management
- Graphic Design
- Bookkeeping
- Content Creation (Copy, Images, Video)
- Research
- Lead Generation
- E-Commerce

# SITE STATISTICS

DOMAIN  
RATING


44

MONTHLY  
TRAFFIC


30,000



# CONTACT INFORMATION

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