

Teknique Savvy Agency

Your remote support experts.
We make remote hiring simple.



INFORMATION DECK | 2023-2024



Our Mission

We support Corporate teams, service providers, founders, and C-level executives by providing fractional remote support services and programs to help them build scalable and effective brands. We strive to dispel the myths that come with remote support hiring, by offering effective and transformational experiences. We also aim to provide minority and female-founded brands with the remote support they need to gain access to capital and build sustainable brands.



Teknique Savvy was founded in 2019, initially as a social media management service provider. In 2020, our Founder and COO, Monica Devlin decided to start offering virtual assistant services within the brand.

Today we have now scaled to an agency, that offers remote support and programming to a wide-array of brands and industries, from C-level executives to service providers. Our Founder's vision is to build an agency that is able to help 100+ service professionals per year be able to make sustainable income from home through our remote support services and through supporting our clientele. Our vision is also to help founders and corporations, find the remote support they need for their growing teams.

Our goal is to continue to build lasting relationships with our clients and partners.

Our Story

OUR FRACTIONAL SUPPORT

Niche Specific Remote Support

Virtual Administrative Assistant

Without the right administrative support any team may lack the organizational and behind the scenes support it needs. Our virtual administrative assistants can support your brand by organizing your systems, managing email accounts, completing administrative tasks, assisting other team members within your organization and much more.

Virtual Marketing Assistant

Marketing is the soul of any brand and marketing efforts help to get your brand in front of your ideal audience. Our marketing assistants can support and increase your marketing efforts by developing and executing marketing campaigns, performing market and client research, overseeing email marketing, social media management, working with your marketing team to manage brand awareness and marketing initiatives, and much more.

Virtual Operations Manager

Our operations managers oversee the day-to-day operations of your organization. Duties are specific to the clients' needs. Our operations managers can ensure all operations are carried on in an appropriate, cost-effective way, improve operational management systems and processes, help with vendor compliance, formulate strategic and operational objectives, manage budgets and forecasts, recruit, train and supervise staff, find ways to increase quality of customer service and much more.



Our Programming

Office Hours Program

“Office Hours” is our signature 1:1, 6-week training and mentorship program for virtual assistants, executive assistants and service providers with our Founder and CEO, Monica Devlin. This is a customized and strategic program, that focuses on the individual’s specific areas of focus.

Typical Areas of Focus:

- Identification of Effective Systems and Tools
- Systems Setup and Training
- Operations Structure
- Prospecting + Lead Generation
- Proposal and Contract Development
- Email and Calendar Management
- Client Onboarding
- Client Relationship Management



Our Programming

VA For A Day Program

“VA For A Day” is our signature VIP training program for Corporate and C-Level support team members from executive assistants, administrative support staff, and operation assistants. This is a one-day program that offers training to help corporate teams and founders get their time back from having to train new support roles. A day full of effective systems, tools, and processes to help support members be transformative and effective in their role. This program is specifically customized based on the client’s organization.



VA For A Day Includes:

- Customized New Support Member Onboarding Checklist
- Onboarding checklist review and walkthrough
- Systems Training (i.e. Asana, ClickUp, Slack, Canva, Google Suite, Outlook, Gmail, etc.)
- Weekly task management template creation
- Email management training and recommendations
- Meeting agenda template creations and overview
- Review of important company policies and procedures

Our Programming

Out Of Office Program

“Out Of Office” is our signature program that is designed to offer temporary remote support to teams and founders during the maternity leave, or medical leave of a team member. We will take the stress away of looking for temp agencies and replacements, by placing one of our pre-vetted remote administrators into the role during the leave absence. We also offer fractional C-level support with this program.



Path to Integration:

- Discovery Call
- Scope of Work Analysis
- Proposal Creation
- Contract Sent
- Contractor Identification Process
- Pre-Onboarding Call
- Onboarding + Training with our CRM (Client Relations Manager) acting as a liaison between your administrative team and support member
- Start of Assignment and Constant Communication from our CRM

Our Partnerships



VA CORNER COLLECTIVE

Partner with us for our VA Corner Collective Community, that is launching in Q4 2023. This community is to support, virtual service providers and administrative professionals with strategic tools, resources and networking. Become a sponsor, partner and apply to become a member.

TRAINING + RESOURCES

Partner with us for our customized training services for administrative teams and individuals. We offer webinar and workshop hosting services for organizations and teams, completely customized by the organization's requests.

NETWORKING

Partner with us to help with the backend production of your next event. We offer speaker outreach, pitch creation, run of show templates and more. We also host our own networking events and webinars periodically, partner with us.

PATH TO INTEGRATION

Discovery Call

1

Discovery call is booked with our COO. During the call the scope of work is identified and customized service program is discussed.

Scope of Work Analysis

2

Our team analyzes the scope of work and creates a scope of work analysis.

Proposal + Contract

3

Our team prepares and sends a proposal to the prospective client. Client signs proposal to trigger contract creation. Then a final contract draft is sent to the prospective client for review and signature.

Support Matching

4

Upon receiving signed contract. Our team begins the support matching process based on client's scope of work and profile.

Onboarding + Support

5

Our CRM (client relations manager) begins the onboarding process and the onboarding checklist is created and begins implementation. Final client onboarding meet is scheduled and completed with client relations manager or our COO. Support member and client begin work together with the ongoing support the CRM.



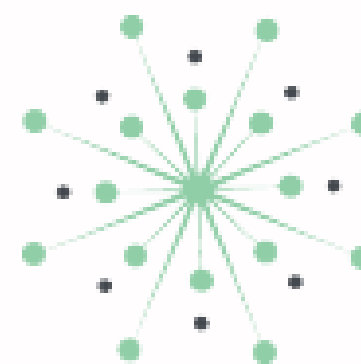
OUR *Preferred* TECH TOOLS



Past
CLIENTS
AND
COLLABORATIONS



VoyageATL



PROPELLE + KONNECT



THANK *You!*

FOR YOUR INTEREST IN TEKNIQUE SAVVY AGENCY

If you would like to learn more about our support services and programming, or if you would like to book a discovery call, please click below.

Website: www.tekniquesavvy.com (UNDER REVAMP)

Book A Discovery Call : www.calendly.com/monica-devlin

Inquiries + Questions: info@tekniquesavvy.com

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