

FREELANCE SUPPORT & SERVICES OVERVIEW

MIRANDA DE HAAN

Alberta, Canada

Remote / Freelance / Part-Time

🌟 Offering structure, clarity, & heart to small businesses and entrepreneurs.

⭐ WHAT I OFFER

I provide organized, values-aligned, and heart-led assistance that helps meaningful work flow with ease small to businesses, wellness teams, and entrepreneurs. With a calm, steady presence and a focus on meaningful contribution, I help simplify, organize, and elevate the behind-the-scenes work that supports your growth.

💼 SNAPSHOT OF SERVICES AVAILABLE

Client & Admin Support

- Calm, compassionate communication via email/chat
- Coordinating tasks, scheduling, Zoom setup
- Customer response assistance & internal updates

Content & Communication

- Formatting, proofreading, and organizing written content
- Clear, concise messaging across platforms
- Light content research for programs, blog posts, or podcast episodes

Digital Organization

- Digital file cleanup & document structuring
- Spreadsheet creation, data entry & tracking
- System updates or platform navigation assistance

Creative & Visual Support

- Simple Canva graphics (social media, PDFs, thumbnails)
- Social media content formatting or scheduling (Trello, Google Sheets)

💵 PRICING

Hourly Rate:

- \$30-\$40/hour CAD
- Depending on scope, complexity, and duration.

Project-Based or Flat Rate Options Available

Monthly Retainer Options (for ongoing support):

- 10 hours/month: \$300 CAD
- 20 hours/month: \$580 CAD
- Custom packages available on request

I aim to work with aligned businesses and offer flexibility where possible to support your budget and mission.

💡 MY APPROACH

- Grounded, detail-oriented, adaptable
- Present and thoughtful with communication
- Committed to integrity, clarity & care
- Easy to work with — calm energy, no overwhelm

✉️ READY TO CONNECT?

I'd love to learn more about your work and explore how I can support it. Please feel free to reach out. I'm happy to start with a short intro call or email exchange to discuss your needs. I'm currently available for flexible, part-time remote work. Let's explore how I can support your vision.