



Heather Logan

Founder of Engage Virtual Solutions



I partner with agencies + online service providers to create high-performing operations so they can focus on increasing impact + profitability. I help overwhelmed business owners and disorganized teams go from struggling to streamlined and efficient. Business owners will not only be able to delegate time-consuming tasks that take their focus away from revenue-generating activities to someone they trust, but they will have the support and expertise they need to find solutions to their biggest roadblocks.

Contact

Phone

352-809-1682

Email

hello@engagevirtualsolutions.com

Based in Orlando, FL

Education

2020

Master of Science in Organizational Leadership with Concentration in Project Management

University of Denver

2013

Bachelor of Arts in Public Relations and Political Science

Xavier University

Expertise

- Operations + Team Management
- Communications + Marketing
- Administrative Support
- Customer Support and Retention
- System Setup and Process Creation
- Project Management
- Data and Research

Tech Tools

- ClickUp/Asana/Basecamp/Teamwork
- Zapier
- Slack
- Canva
- Convertkit/Active Campaign/Flodesk
- Google Workspace/Microsoft Suite
- HoneyBook/Dubsado/Zoho
- Thinkific/Kajabi/Squarespace/Wordpress
- Airtable

Experience

PRM Group Inc. Director of Operations

Oversee all business operations including sales and marketing, content, social media, product updates, course management, data and reporting, funnel design and build, customer support, launch management, and management of advertising and podcast teams.

Digital Tank Marketing Agency Operations + Training Manager

Optimize business operations for agency with 100 clients and counting. Hire and Train team members, manage systems and processes, serve as main point of contact for team members, strategize with leadership to implement improvements and solutions.

Entropy Organized COO + Integrator

Served as right hand to business consultant/coach and course creator overseeing operations, sales and marketing, communications and customer support, and team management.

Jet Direct Mortgage Social Media Manager

Provided support to mortgage business in data collection, research, and social media management. Created and executed social media strategies for LinkedIn, Facebook, and Instagram. Handled design, copy, boosting, analytics, and engagement to grow new accounts and attract ideal clients..

Marr Virtual Assistant Services Project Manager

Managed multiple client projects in several industries (ie, Accounting, Non-Profit, Marketing, Government, and Tech). Supported business owner in providing solutions to client needs, developed and implemented systems and processes for streamlined operations. Consulted on CRM and Project Management system setups.

Stability Guide Virtual Assistant

Provided project management, social media support and wrote blogs for business consultant. Conducted market research, created presentations for training programs, fulfilled customer requests, and developed and supported marketing strategy.

Testimonials

I really enjoy working with you. I was hesitant to start working with anyone because of course my business is my baby but I'm so thankful I found you and I'm looking forward to all the projects we will tackle together in the future. :) You're incredibly organized, flexible, and creative. Your knowledge and ability to quickly learn new platforms is so impressive!

Sydney Harris

Heather isn't just a virtual assistant, she's a trusted partner for your business. I can give her access to sensitive business information (and my customers) without worry. She's fantastic at solving problems and learning new things. She's incredibly efficient and she'll always go the extra mile to help me get things done. If I miss or forget something, she's always there to gently remind me. From her cheerful morning greetings in Slack, to her impeccable attention to detail, I love everything about working with Heather. THANK YOU for EVERYTHING you do!

Rita Piotrowsky

Heather's great at taking on projects as her own and getting them done quickly. It's great how she has taken so many things off my plate and I don't have to worry about them getting done correctly. All of her work product is top quality. It is amazing how quickly and accurately you get things done without a lot of instructions or time on my part having to explain things in detail. You've really helped free up my time to work on growing my business!

Alison Danner