



O2R

O P E N 2 R E V I S I O N S

the virtual assistant co.

O U R V I R T U A L A S S I T A N T S E R V I C E S

About O2R

Hey there!

I'm Ayanna Houston, the heart behind Open 2 Revisions, a virtual assistant company designed to take the stress off your plate so you can focus on what truly matters.

Originally a Georgia Peach, I now call Texas home, where I live with my wonderful husband and two beautiful kids.

With over 9 years of experience in administrative support and customer service, I know how overwhelming it can be to juggle everything. That's why I created Open 2 Revisions—to help busy entrepreneurs and go-getters like you handle the behind-the-scenes tasks, from inbox management to social media and everything in between.

I love nothing more than turning chaos into calm, one task at a time!

Think of me as your personal cheerleader, your support system, and the person who gets things done. My bubbly personality and creativity will keep your business moving smoothly while freeing up your time for the things you love most.

Whether you need help staying organized or a fresh set of eyes on your projects, I'm here to make your life easier.

So, are you ready to take a breather while I handle the details? Let's work together to bring your vision to life—more peace, more productivity, more success!

In your corner,

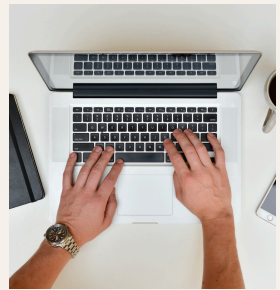
— Ayanna Houston



our
services

Inbox/Email Management

Are you feeling overwhelmed by your inbox? Let O2R be your email superhero! We'll swoop in, sort through the clutter, and keep you on top of important messages. We'll organize, respond, and prioritize so you can focus on what truly matters. With O2R's help, your inbox will go from chaos to calm, keeping you stress-free and your emails under control!



Calendar Management

Say goodbye to double bookings and missed appointments! With O2R managing your calendar, every day will be perfectly scheduled with reminders so you'll never forget an important event. We'll ensure that your workdays and personal commitments are balanced and that you have time to breathe in between. Think of O2R as your personal timekeeper, making sure your days are smooth and organized like a pro!



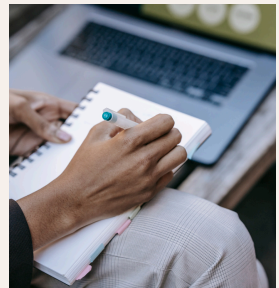
Appointment Scheduling

Do you have trouble finding time in your busy day to schedule meetings and appointments? O2R got you covered! With our appointment scheduling skills, we'll not only book your appointments but also make sure they fit perfectly into your schedule. We take the headache out of coordination, leaving you with more time to shine and focus on what matters most to you.



Personal Task Management

Feeling like your to-do list is running your life? Let O2R step in! From errands to reminders, we'll manage all the small but important personal tasks that often slip through the cracks. Whether it's remembering birthdays or following up on personal goals, O2R helps you stay on top of it all, freeing up more time for you to relax and enjoy the little things.



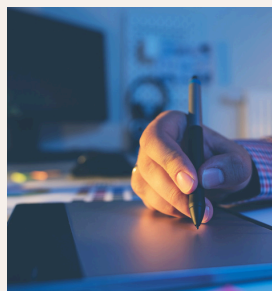
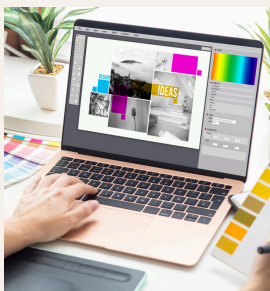
Travel Planning/Booking

Got a trip coming up but no time to plan it? No problem! O2R Travel is here to take care of all your travel needs. From flights and hotels to rental cars and itineraries, we will ensure every detail is planned perfectly. You can sit back, relax, and get excited about your trip while O2R Travel takes care of everything from packing tips to making sure your dream getaway (or work trip) goes smoothly!



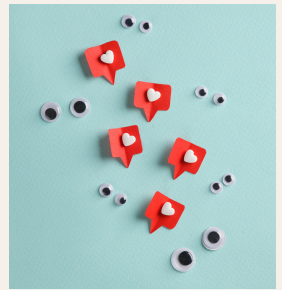
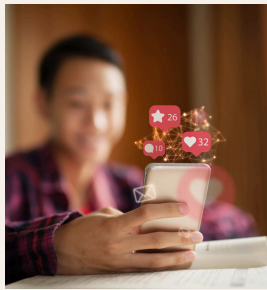
Graphic Design

Need a little visual magic? O2R's creativity shines through our stunning graphic designs. Whether it's for social media, a business flyer, or branding materials, we can bring your vision to life in a way that captures your audience's attention. With our bubbly personality infused into each design, you'll have eye-catching graphics that not only look professional but also reflect your personal style.



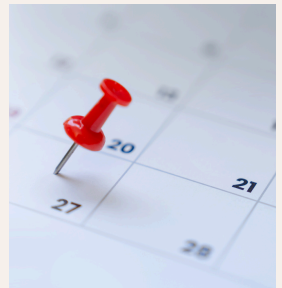
Social Media Management

Are you struggling to keep up with the constant demand of social media? Let O2R work their magic! We'll handle everything from content creation and posting to engaging with your followers, helping your brand stand out in a crowded social world. Whether you need to grow your following or increase engagement, O2R is here to take your social media to the next level, and we'll make sure it stays fun and fresh!



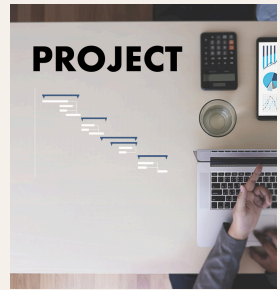
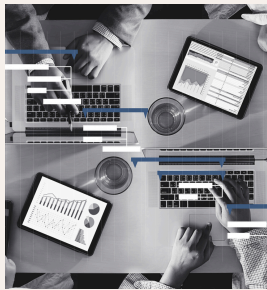
Event Planning

Need help with your next event? From corporate conferences to fun birthday bashes, O2R has you covered! We are masters at planning and organizing events down to the last detail, ensuring everything runs smoothly. From sending out invites to coordinating with vendors, we'll handle it all with her usual sparkle, so you can enjoy your event without the stress.



Project Management

Got a big project but unsure where to start? O2R is your go-to project manager! We'll break everything down into easy steps, create timelines, and make sure all tasks are on track. From small projects to large, complex undertakings, O2R's organizational skills will ensure that nothing is missed and everything is completed on time —while keeping things fun and exciting along the way.



Data Entry

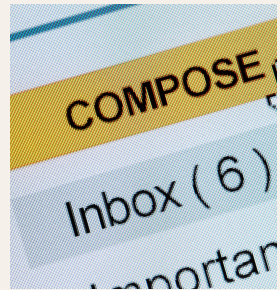
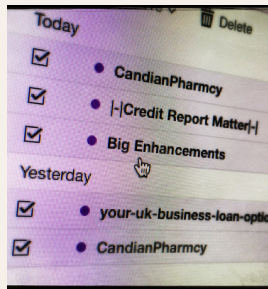
Data entry may sound boring, but O2R makes it effortless! We'll handle all the tedious data input so you don't have to, ensuring everything is accurate and organized. Whether it's updating records or creating detailed spreadsheets, you can trust O2R to handle the details, giving you more time to focus on the bigger picture.



Customer Service Emails

Need help managing customer inquiries or concerns?

O2R will handle your customer service emails with kindness and care. We'll ensure every customer feels heard and valued, whether it's responding to questions or addressing concerns. With O2R's attention to detail and love for helping people, your customer service will always be top-notch!



Google Drive Organization

Is your Google Drive a mess of files and folders? Don't worry—O2R is here to organize it! We'll create a clean and easy-to-navigate system that makes finding documents a breeze. From color-coded folders to file naming conventions, we'll bring order to the chaos, making sure your digital workspace is efficient and streamlined.

