



ABOUT ME

Hello, I'm Barbara! I'm a writer, editor, mentor, communications specialist and manager, and senior-level administrator. My mission is to help you tell your brand's story using organization, structuring and planning in a way that makes it be remembered as a transformative company. I love working with all the multi-passionate entrepreneurs and businesses out there, so email me today, and let's transform the world together.

BACKGROUND

Bachelor of Communications Degree
- Professional Communications
Major with Honours
Senior - Level Office Administrator

CONTACT

 info@barbaraprezia.com

 [@barbaraprezia](https://www.instagram.com/barbaraprezia)

 [/barbaraprezia](https://www.linkedin.com/company/barbaraprezia)

 www.barbaraprezia.com

ADMINISTRATIVE + COMMUNICATIONS SPECIALIST AND MANAGER SERVICES

Currently, with my expertise of almost 20 years in the administration and communication industries, I offer business mentorship, consulting, and other solutions to expand the reach and transformation of your products and services.

The freelancing services I am offering to the public now are:

- Mentoring and consulting services on the development and implementation of administrative and communication plans, strategies and policies to improve internal and external business processes;
- Editing, proofreading and translation services focused on a high-quality and error-free copy.

INVESTMENT

CAD\$44 / USD\$35

PER HOUR



Prices are in Canadian (CAD) and United States (USD) dollars.

IMPORTANT: my experience as a senior-level office administrator allows me to finish jobs more efficiently than other people, so the cost/benefit for the client is very high compared to professionals with less experience.



PORTFOLIO

My portfolio can be accessed through my website: <https://www.barbaraprezia.com/>

My LinkedIn can be accessed through the following link: <https://www.linkedin.com/in/barbaraprezia/>

TESTIMONIALS



Sean Stepchuk

"Barbara provided her services to our not-for-profit organization for over a year, and she was a huge asset. She helped us to develop a communications plan in a manner that worked very well for us. Rather than working on the communications plan all at once (which would have been daunting and overly time-consuming) she broke it down into easily manageable tasks. Then, while we were free to complete these tasks at our own pace, she followed up with just the right frequency – often enough to ensure that we stayed on track and didn't forget about the plan, but not so often so as to be annoying or pushy. She also started and managed our communications team, which meant she was heavily involved in recruiting, training, developing processes, developing materials for the team, and generally ensuring that the organization continued to provide timely and informative social media posts. We strongly recommend her for anyone who wants a more personalized service for their communications needs." (www.wastefree.ca / ig: @wastefreeyeg)



Hanaa Ibrahim

"Barbara has been a key support in updating my business website. Despite the fact that we are living in different countries, she proved to be extremely professional and up to my expectations. Not only did she update my website, but she also edited it and did a great job in that regard - must mention she is a writer! She has always been there for the right advice regarding my social media networks. Barbara is honest and trustworthy and completed my requests promptly and straight to the point. She uses her great set of skills to deliver a wonderful job; then, she follows up to make sure her work satisfies your requirements. I can't say enough to describe Barbara's work, but I can assure anyone working with her that satisfaction is the target." (www.therapeuticmassageandbeauty.com / ig: @therapeuticmassage)



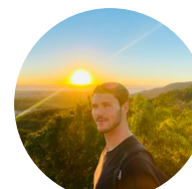
Carolina Landgraf

"I received Barbara's consulting services to align the profile of two employees I needed to hire. Her services were amazing and very enlightening, because I was able to have more clarity on the things I had not been able to realize alone about my own business. Barbara brings a comprehensive view and practical solutions, as well as being an accessible person with excellent communication skills. After my complete satisfaction with her consulting services, I also hired Barbara to help me with some specific jobs, and I marvelled at the results and the whole process. She is very dedicated and reliable, as well as a loving and easygoing person to deal with. I recommend Barbara's work with all my heart." (www.carolinalandgraf.com / ig: @calandgraf)



Cristovão Brilho

"For me, who never imagined or planned to develop paths through the channels offered by the internet, meeting Barbara was indeed a blessing, simply because Barbara is a person who gives me a lot of security. For me, in these times when communication is one of the "weak points of humanity," Barbara shows herself to be an extremely responsible, punctual, organized and very respectful person, which, in my opinion, are essential behavioural factors for a professional to be well evaluated. Entering this virtual world has become a possible challenge thanks to the work that Barbara proposes to do, and she does it with outstanding professionalism." (ig: @cristovaobrilho)



Arthur N. Tedesco

"Barbara perfects everything she touches. I had a new vision of commitment and dedication after working with her. Her impeccability is impressive. She manages to finish more challenging tasks with practicality and very quickly. She has a differential that is a deep practicality aligned with a sensitivity that makes the work much more than a job, but an inspiration to be someone with more dedication. Working with Barbara went far beyond quality (in abundance), but taught me what commitment and seriousness truly are. She vibrates immense credibility and brings ideas that really make a difference. Barbara is that person: the one who makes the difference. All the difference. I recommend Barbara's work with closed eyes because working with her made me want to grow in responsibility and organization. Barbara is unique and will always be, without a doubt, my greatest example of dedication and commitment. Gratitude for bringing me much more than impeccable work, but significant life lessons. Barbara is a rare person to find. Infinite gratitude!" (ig: @arthurastrologia)