



Strategic Virtual Assistance for Small Businesses
Social Media • Admin Systems • Marketing Support

Welcome to Victoria Leigh & Co.

At Victoria Leigh & Co., my goal is simple: to help small business owners save time, stay organized, and feel supported. I provide reliable virtual assistance that lightens your workload and gives you space to focus on what matters most.

More than just handling tasks, I aim to be a dependable partner in your business—someone who understands your priorities, adapts to your needs, and works with you toward long-term success.

About Me

I help small business owners streamline operations, manage consistent social media, and create systems that free up time for growth.

With 3+ years of experience supporting businesses across industries—from coaches to consultants to creatives—I bring organization, reliability, and strategy to every project.



Services

- **Social Media Management** → Content creation, scheduling, and engagement to boost visibility.
- **Admin Support** → Inbox + calendar management, streamlined systems, and reporting.
- **Marketing Assistance** → Email campaigns, graphics, and launch support.
- **Project Support** → Reliable help with one-off business needs.



How I Work

Discovery & Alignment

We start with a call to discuss your business goals, current challenges, and the type of support you're looking for. This ensures we're aligned on priorities and expectations from the start.

Strategy & Setup

I create a clear plan for how I'll support you—whether that's managing social media, organizing your inbox, or streamlining your admin systems. During this stage, I set up the tools, workflows, and schedules that make everything run smoothly.

Execution & Support

Once the foundation is in place, I take ownership of the day-to-day tasks. From scheduling posts to maintaining an organized inbox, I ensure everything is handled consistently and professionally.

Communication & Updates

I provide regular updates so you know what's being handled and what's next. You'll never be left wondering where things stand, but you also won't feel bogged down by unnecessary details.

Review & Growth

I regularly check in with you to review what's working, what can be improved, and how I can continue to support your business as it grows. My goal is to be a reliable, long-term partner in your success.

Testimonials



Leigh Hamilton is a terrific assistant: Accessible, available, hard-working, accurate, creative, understanding, and positive. Definitely a self-starter and a good learner. She has been well worth the investment for me and my business. I highly recommend working with Leigh if you need an excellent assistant!

Lee Crumbaugh - Forrest Consulting



I hired Leigh to be my virtual assistant for my business and I am so happy that I did. I first tasked her with getting my email under control and organized. She jumped on that on quickly and got it to a manageable number of emails. I then tasked her with creating a social media plan for IG to consistently create and post content. She is fantastic at creating relevant content. She is easy to work with and has a knack for knowing how to help out a small business such as mine. I would highly recommend hiring her if you are tired of doing it all and need to take some tasks off your plate.

Michelle Burke - Health and Taxes

Packages

Social Media Management

**Starting at
\$225 per
month**

Consistent, strategy-driven content creation, scheduling, and engagement to strengthen your online presence and connect with your audience.

Admin Support

**Starting at
\$225 per
month**

Reliable back-end support to keep your business running smoothly—calendar + inbox management, organization, and streamlined systems so you can focus on growth.

Comprehensive Support

**Starting at
\$280 per
month**

A combined package covering both social media management and admin support. Perfect for businesses that need a balance of visibility online and efficiency behind the scenes.

Let's Work Together

Finding the right support shouldn't be complicated. If you don't see a package that perfectly fits your needs, let's talk—I can create a plan that aligns with your goals and budget.

I value clear communication, reliable support, and results that help your business move forward. Whether you're ready to start or just want to explore options, I'd love to connect.

Contact Information

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[Victoria Leigh & Co.](#)

Let's schedule a time to discuss how I can take tasks off your plate and give you back more time to focus on what matters most.