



Fluid Virtual Assistant



Information Pack
2026

www.fluidvirtualassistant.co.uk

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How it all started

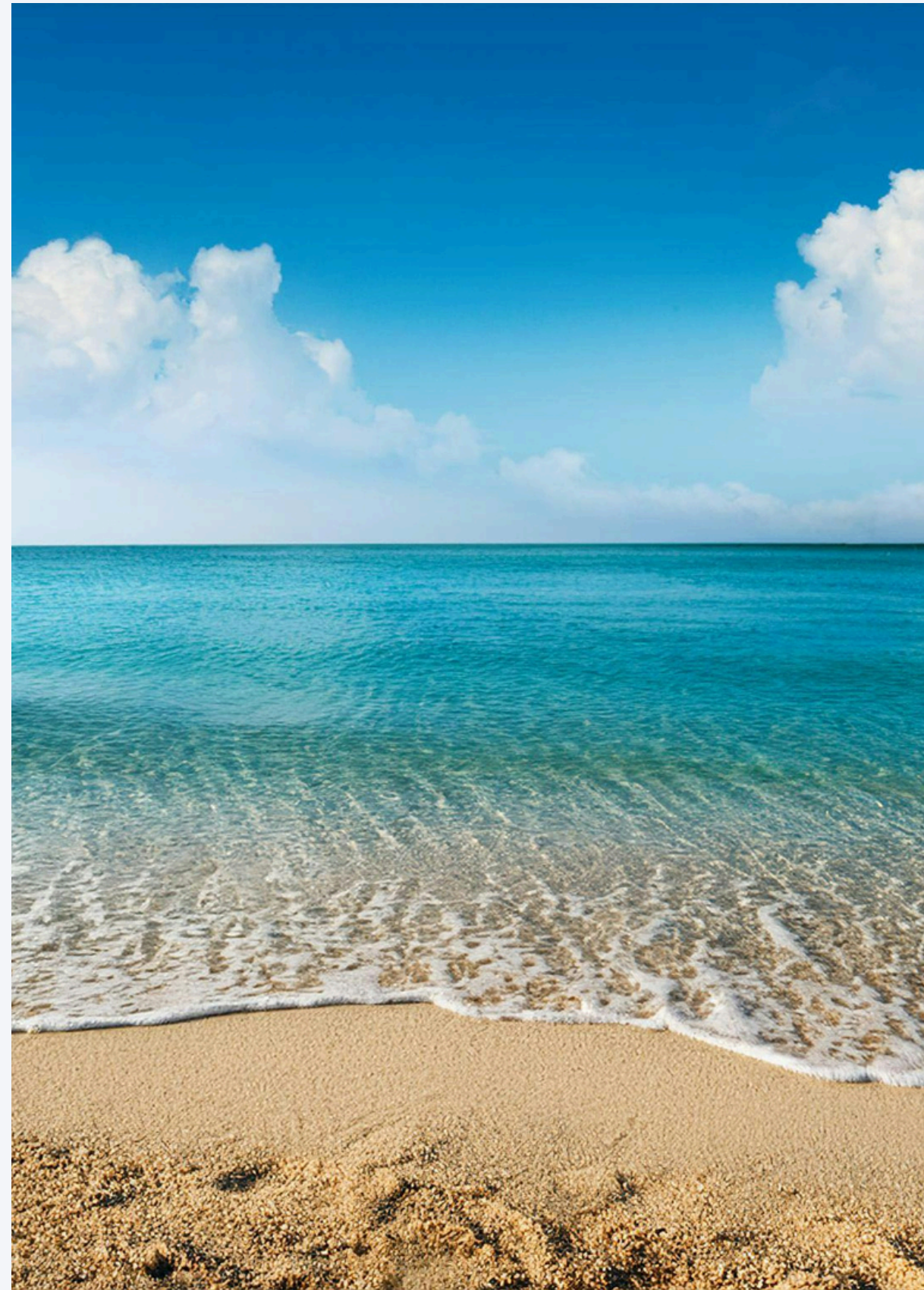


A brief history

Fluid Virtual Assistant was born as a result of a desire to stop busy working mums from reaching overwhelm and burnout. I was given notice of potential redundancy in July 2025 and that's what reignited my passion to work for myself. The website was launched in September 2025.

I want busy working mums to prioritise their mental health by allowing themselves to outsource admin tasks so they can focus on other things which take up their time.

“Anxiety moves away with the sound of water”.



My Identity



My vision

To work successfully with busy working mums that would benefit from my expertise and experience in admin support.

My Mission

to provide admin support to busy working mums so they can recover some time and headspace resulting in a better worklife balance and giving them freedom from admin tasks.

My purpose

To make life lighter by taking tasks, decisions and systems off your plate.

My Values



Honesty and integrity

I am open, transparent and always honest about what I can deliver so trust is built from day one.

Clarity

I bring order to complexity, making processes, priorities and next steps clear and easy to follow.

Reliability

When I commit to something, it gets done properly, on time and without chasing.

Supportive partnership

I work as a trusted extension of your business, offering proactive support without micromanagement.

Organisations I've worked for



Some employers I've worked for include:

- Suffolk County Council
- Community Action Suffolk
- Norfolk and Suffolk NHS Foundation Trust
- BT
- Healthwatch Suffolk CIC

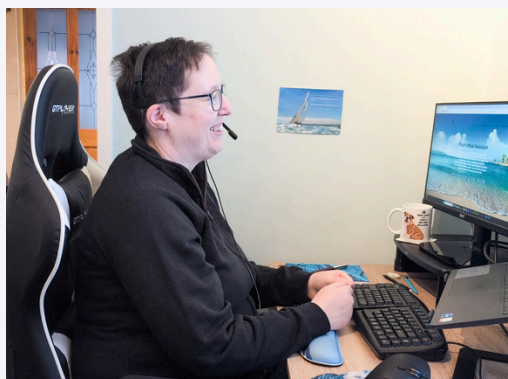
My Services



- Website maintenance
- Document formatting and management
- Event planning
- Research and information gathering
- Visual content creation using Canva



Ways you can work with me



PACKAGES

Calm your Chaos -
For busy working mums who need help with admin tasks & want support for 10 hours.

Flow - for new business start ups who want further support following thwir audit.



AD HOC

This is for those who don't want to cimmit to a set number of hours each month.



MONTHLY SUPPORT

For those who want a dedicated number of hours each month.



ONE OFF SPECIALS

THis could be for 1 off projects you may have or if you only want to buy a special such as the New Business Start Up Audit,

Testimonials



“Louise is a highly organised person and is very reliable. She can work to tight deadlines and is able to speak to people at all levels. She has proved that she can interact with people remotely. She is self motivated, adaptable and capable of working independently. Louise is a problem solver with a strong work ethic and has a genuine interest in working with others.”

Please see my website for more testimonials from those I've worked with
www.fluidvirtualassistant.co.uk

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