Virtual Emily

VIRTUAL EMILY · BROCHURE 2026

An Emily, not a VA.

Bilingual remote executives in your time zone, trained, managed and measured for you.



Virtual Emily Staffing · a Vantech company
virtualemilystaffing.com

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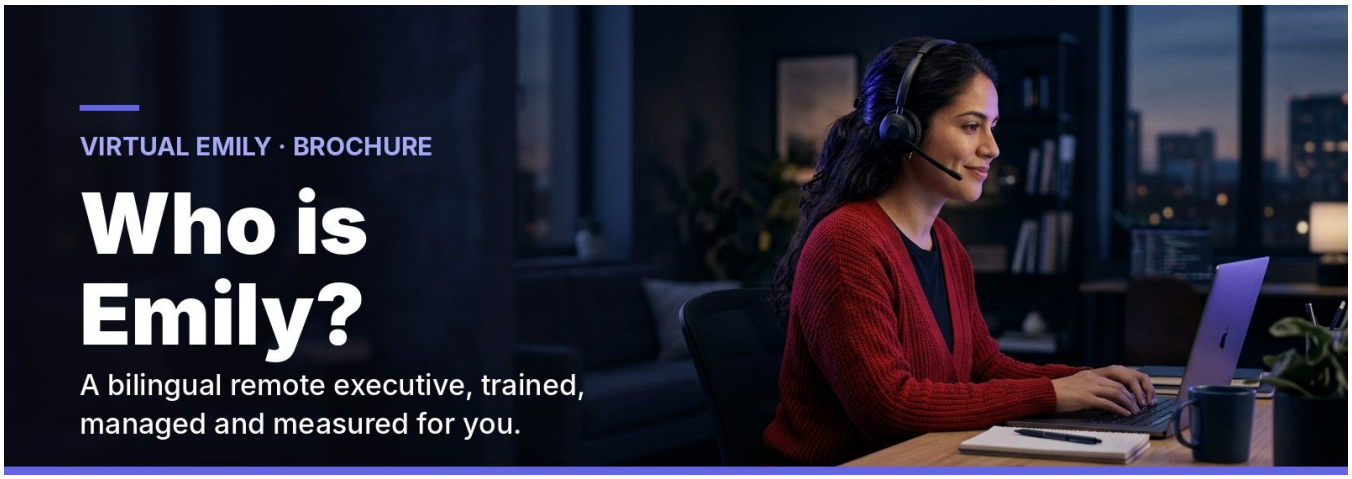


VIRTUAL EMILY · 01

Who is Emily?

Virtual Emily connects small and growing US businesses with bilingual remote executives in Colombia, through technology and a customer experience we call the VCEO Life: Time, Mobility and Clarity.



Your Emily works inside the tools you already use, with MyVirtualBPO tracking every task and KPI.

An Emily, not a VA

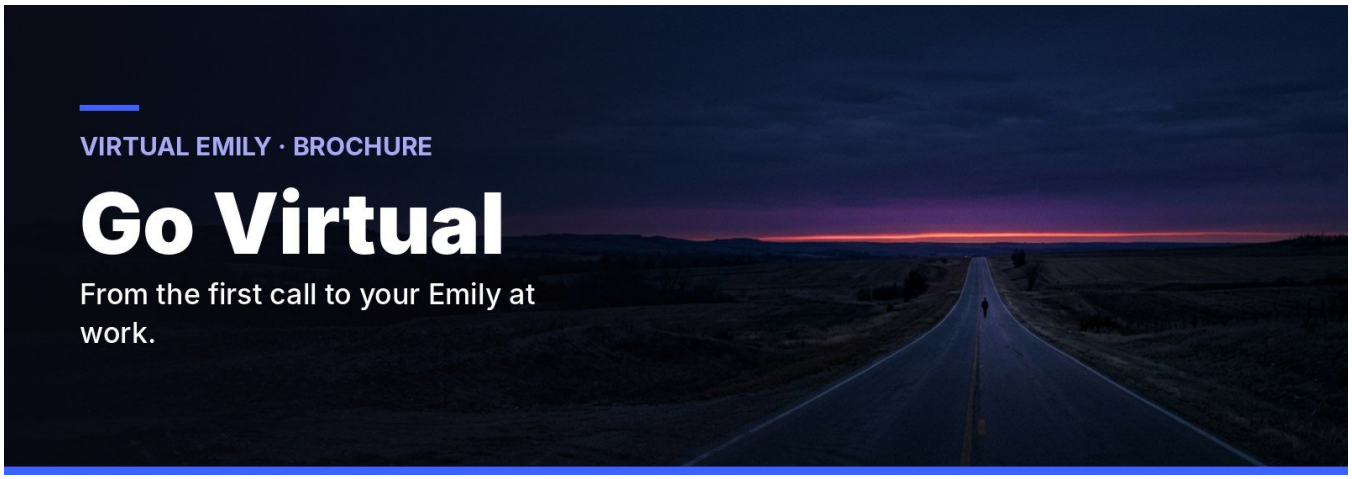
	A typical virtual assistant	An Emily
Who manages	You recruit, train and manage alone	A dedicated account manager and ops coordinator behind her
Training	Learns on your time	8 weeks in Emily Academy before day one
Visibility	You ask how it's going	Tasks, hours and KPIs live on MyVirtualBPO, from your phone
Time zone	Often the other side of the world	Colombia: your US business hours
Contract	Informal gig	US contract, signed and paid in the US
If it's not a fit	Start over	Free unlimited replacement guarantee for the entire duration of your agreement

Where is Emily?

Everywhere you work. With the VCEO experience you can run your Emily from your smartphone: direction in one channel, her work and KPIs on a live dashboard.



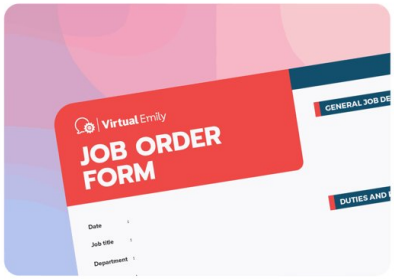
Power at your fingertips: your Emily's work and KPIs, live on your phone.



VIRTUAL EMILY · 02

Go Virtual: how it works

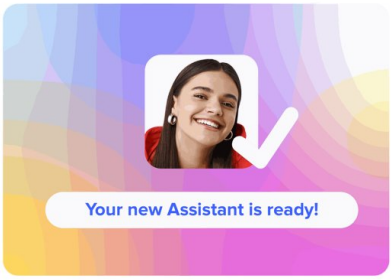
Four steps from the first conversation to an Emily who owns a function in your business.



1 · Send your job order



2 · Interview 3 Emilys



3 · Your Emily is ready

Send your job order, interview three Emilys, and your Emily is ready.

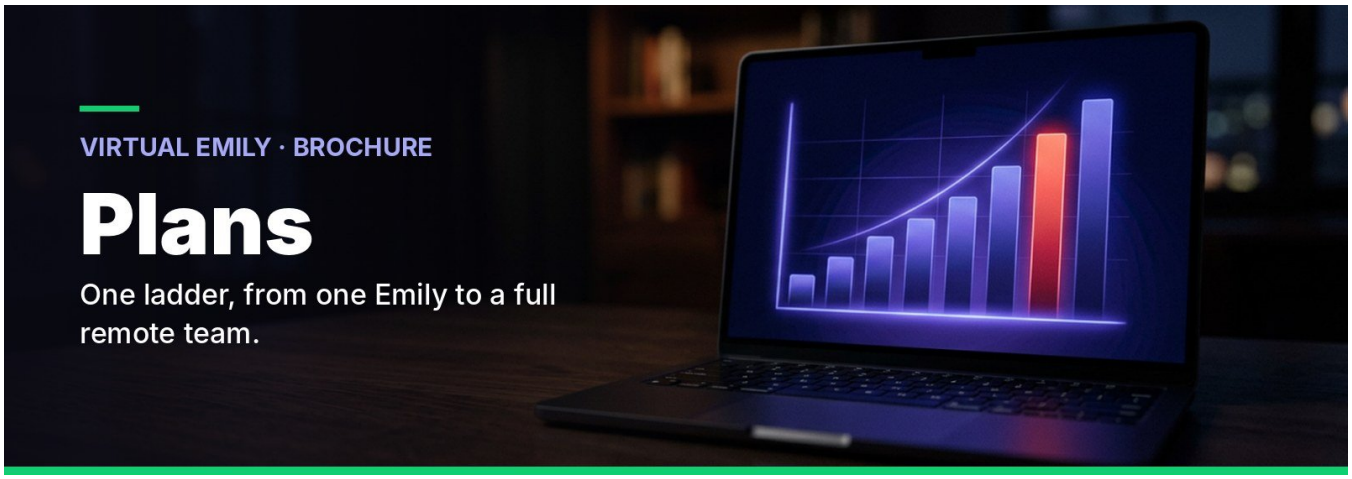
Step	What happens
1. Start free	A free 60-minute EMOP Diagnostic with Joe: where your operation leaks time, and which line to start with.
2. Your perfect match	You tell us the role; you interview three vetted, bilingual candidates in as little as 72 hours.
3. Your VCEO team	Onboarding on your tools, a Statement of Work, and KPIs set up on MyVirtualBPO.
4. The VCEO experience	Daily reports, weekly feedback and an account manager until the function runs without you in the loop.

It's a match: six lines of business

- **Admin:** Executive assistant, office and back-office support, contracts, invoices and documents.
- **Marketing:** Social media, campaigns, webmaster, audiovisual, copywriting and graphic design.
- **Sales & RevOps:** Appointment setting, meetings, follow-ups, business development and CRM.
- **Data:** Research, data entry and cleanup, lead generation and lead qualification.
- **Customer experience:** Chat, email and phone support, resolutions and retention.
- **Tech & AI:** Automation, CRM configuration, QA, software and AI engineering.



Admin, Marketing, Data, Sales and Customer Service Emilys: pick a line, or combine them.



VIRTUAL EMILY · 03

Plans

Start with one Emily and grow into a team. Every plan includes training, management, the platform and the guarantee.

Plan	Best for	From
Emily Essentials	Structured, process-driven work, full time Mon–Fri	$1,500/mo
Full Time Emily	A dedicated, multi-skilled executive on your clock, with KPI reporting	$1,900/mo
Enterprise	Ten or more Emilys across departments, built as a team	Custom

Every plan includes the 8-week Emily Academy, MyVirtualBPO at $0/mo, a dedicated account manager, a US contract and the free unlimited replacement guarantee for the entire duration of your agreement. Typical savings: up to ~70% vs. a comparable US in-house hire (varies by role).

Build a team with combos

Combine lines so work flows from one Emily to the next: data and lead generation feed sales, sales feeds your CRM, customer experience and admin keep the back office closed. You see it all in one place.



Combos: Data, Marketing, Sales, CX and Admin Emilys working as one team around your CRM.



VIRTUAL EMILY · 04

The world has changed

Remote work is no longer an experiment. The question is whether your remote team is trained, managed and measured, or improvised.

- **Lower cost, same standard.** Up to ~70% vs. a comparable US in-house hire (varies by role), with no workspace to provide.
- **Your hours.** Colombia shares US business hours, so your Emily works when you do.
- **Less legal risk.** You sign with our US company and pay in the US; we hire, train and support your Emily from Bogotá and Barranquilla.
- **Speed.** Interview three vetted candidates in as little as 72 hours.

Teams we have built span many industries

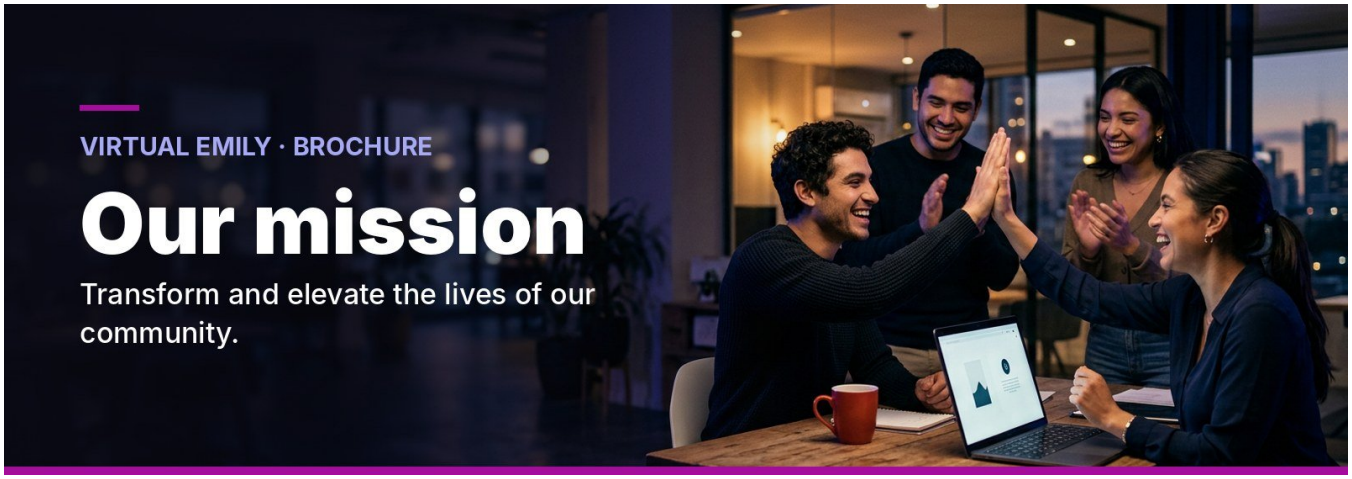
Banking · Apparel · Cosmetics · Real estate · Software · Construction · Consulting · Recruiting · Furniture · Health, wellness and fitness · Law enforcement · Mining and metals

Trained before day one

Every Emily completes 8 weeks of Emily Academy before she starts: your tools, our standards and the habits that make a remote relationship work.

Emily Academy

Emily Academy: 8 weeks of training before day one.



VIRTUAL EMILY · 05

Our mission

Virtual Emily connects remote executive teams with our clients through technology, customer experience and a unique culture, to transform and elevate the lives of our community.

Who we are

We help companies grow by becoming more efficient: remote talent, technology and consulting from one partner, delivered through the VCEO Life. Virtual Emily Staffing is part of Vantech, alongside MyVirtualBPO, YourTalentFinder, VirtualLeadGen and Virtual CFO.

> **One million dignified jobs by 2035.**
>
> The Dignified Digital Economy (DDE) mission behind every Emily

YOUR NEXT STEP

Interview three Emilys, free.

Tell us the line you need and we'll send three vetted, bilingual candidates. No commitment until you pick one.

Start with the free interviews

Pick a line, see the profiles, interview three in as little as 72 hours.

virtualemilystaffing.com →

Not sure where to start? Book the free 60-minute EMOP Diagnostic with Joe at **joethevceo.com**.

Free guides for owners: **virtualceolife.com/blog/resources.html**

Offices: Miami · Bogotá · Barranquilla



Enjoy your Virtual CEO Life.

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© 2026 Vantech Group. Savings vary by role and are compared with a comparable US in-house hire.