

# ROMAINE BROWN-PALMER



**SPEAKER. WORKSHOP FACILITATOR. COACH.**  
**FOUNDER OF THE EXECUTIVE ADMINISTRATIVE GROUP**

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# ABOUT ROMAINE BROWN-PALMER



## THE VIRTUAL ENTREPRENEURS SECRET WEAPON

**Romaine Brown Palmer** is a Speaker, Administrative Consultant, Virtual Assistant Coach and Founder of The Executive Administrative Group, a boutique firm that provides virtual project management and executive administrative support to entrepreneurs, solopreneurs, coaches, marketing firms, and more. Additionally, she works one-on-one with companies that are looking to build and improve their administrative operations and provides consultation services for virtual assistants who are looking to expand their service and support offering.

Romaine's passion is the process. She loves nothing more than helping entrepreneurs take their vision from idea to reality. She thrives in a fast-paced, deadline-oriented environment, and loves being "the hero", easing the stress of operations and providing real solutions to complex problems. She has a particular knack for creating and executing systems and processes, and admittedly thrives in a team environment, citing the growth and learning opportunities that are inherent in a group dynamic.

Highlights from Romaine's almost two decades of experience in operations and administrative management include being one of the youngest property managers of luxury properties in NYC. She has worked first hand with multiple startups and have supported two of them successfully through the merger and acquisition process. With the launch of her own successful virtual assistant and project management business, she currently oversees a team that includes full-time employees and freelancers.

Originally from Jamaica, Romaine moved to Florida when she was 13 years of age. She relocated to New York in 2000, but returned to Florida ten years later where she now resides with her husband and daughter in Broward County.

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YOUR SPEAKER

SERVING THE

# ENTREPRENEUR VIRTUAL ASSISTANT ONLINE BUSINESS

COMMUNITIES



*"My greatest joy is helping entrepreneurs enjoy the **freedom** they crave by teaching them how to harness the **power of delegation.**"*

- Romaine Brown-Palmer

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# SPEAKER TOPICS

## ENTREPRENEURS

### THE TRUE POWER OF DELEGATION

Freedom in business does not come by chance. It's a result of conscious hiring, best practices and understanding how to powerfully fill support roles in your business. With this talk, Romaine Brown-Palmer breaks down what makes a successful support relationship as well as everything you need to know about hiring and working with a virtual team in the digital age.

**45 minutes + Q&A**

## VIRTUAL ASSISTANTS

### EVERYTHING YOU NEED TO KNOW BEFORE BECOMING A VIRTUAL ASSISTANT.

As the founder of the virtual assistant firm, The Executive Administrative Group, Romaine Brown Palmer has proudly supported 36 business owners in all phases of their business over the course of 5 years. In this talk she shares her experience as a virtual assistant and agency owner, how to identify if virtual assisting is for you and the 10 things she wishes she knew in her first year as a business owner.

**45 minutes + Q&A**

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# WORKSHOP TOPICS

## ENTREPRENEURS

### **THE 4 SYSTEMS YOU NEED TO RUN ANY DIGITAL BUSINESS WITH A VIRTUAL TEAM.**

If your goal is to run your online business with only virtual support that enables you to work remotely from anywhere, then this workshop outlines the 4 systems you need to have in place to make that happen. Whether you are a digital nomad, entrepreneur, influencer or a business owner looking to transition to a completely virtual team, Romaine Brown-Palmer will go over the 4 systems that are the pillars of any successful virtual business.

#### **1 HOUR WORKSHOP + Q&A**

### **HIRE POWER: HOW TO BUILD A VIRTUAL TEAM THAT LOVES YOUR BUSINESS AS MUCH AS YOU DO!**

Struggling to build a virtual team that feels connected, productive and empowered? In this workshop Romaine Brown-Palmer focuses on the workflow for hiring, training, on-boarding and ongoing management of a successful virtual team. This workshop is the springboard to hiring the BEST team to support your online business.

#### **2 HOUR WORKSHOP + Q&A**

### **POWERFUL SUPPORT: EVERYTHING YOU NEED TO KNOW ABOUT WORKING WITH A VIRTUAL TEAM.**

You know you need help, but unsure of where to begin or what to expect from a virtual assistant or establishing a virtual team. This workshop breaks down how to get started, what to delegate vs. self manage as well as how to find the talent that you need based on where you are in your business.

#### **1 HOUR WORKSHOP + Q&A**

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# WORKSHOP TOPICS

## VIRTUAL ASSISTANTS

### LAUNCH YOUR VA BUSINESS IN 90 DAYS - LIVE

Based on her 12-week digital course Romaine Brown-Palmer teaches you how to simplify operating a virtual assistant business, whether you choose to operate as a solo-entrepreneur or you are looking to build your business with a team. This live one day intensive workshop provides you with everything you need to know and resources you need to launch your VA business in 90 days or less.

This is for you because: You want to save yourself years of trial and error. You are looking for a career path that offers you the flexibility to build a life around your business. You are ready to launch and want to understand what you need to have in place for successful operations. You want to learn how to use technology to your advantage. You want to operate your business in a way that makes clients respect you and view you as an invaluable resource.

### 1 DAY WORKSHOP

### LET'S GET SPECIFIC! - HOW TO SUPPORT THE UNIQUE NEEDS OF THE TOP NICHES IN OUR MARKET.

Learn what to expect, how to add value to your clients and increase revenue as a virtual assistant by learning the specific needs of the top niches in our industry. In this workshop Romaine Brown-Palmer presents in depth and experience based training guidelines to support Life and Business Coaches, Speakers and Entrepreneurs who are in need of business development support.

### 2 HOURS + 30 MINUTE Q&A

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# WHAT OTHERS HAVE TO SAY

"Romaine is absolutely amazing! Her ability to bring calm to my entrepreneurial craziness is a gift! I would recommend working with her because she is firm, organized, and holds you accountable to get it done! All while providing support to help do the things you hate doing but need to get done."

**Dr. Cassandra Henriquez, Inspire Many**

"As I make my transition out of Corporate America to my own business pursuits and also to a new state from the north to the south of the United States, I must admit that I felt fear, some confusion and anxiety associated with the unknown.

The first thing Romaine and her company was able to do was to allay my fear. Romaine Brown Palmer has a unique gift of instilling vision and confidence. Her warmth, positive demeanor, confidence and obvious competence did it for me.

I now know that there is nothing to fear and that I am in good hands. I would describe her as my GPS in this huge maze that it seemed I found myself. She answered every question I had, made suggestions that I had not thought of before, documented everything from our session and sent everything over to me in real time.

I also learnt how to use software that I knew nothing of before. Talk about creating VALUE!!! What I received was beyond value. They get the job done and in the most-timely manner.

I feel confident now that I am in the best hands!!!

**Angella Edusei, Speaker & Coach**

"My experience with the Virtual Assistant Course was amazing. I had the chance to learn new things and meet supportive women. Romaine was an awesome coach. She is always there to help and made herself available. She definitely helped me out with closing my first client. And definitely taught me not to "sale" myself short! Anyone who is interested in becoming a VA should definitely make the investment and take this course. It will answer any and all questions you may have regarding how to start your business, how to define your services and much more!!!"

**Katherine Rondriguez, V2 Consulting**

"The experience was Extraordinary! And here's why ... Romaine is a catalyst to the success of many! She is patient, thorough and delightful during the entire course and has an organic and honest approach to sharing her experiences while coaching in areas that empowers you to take the guesswork out of the equation for success."

**- Shani P.**

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# WHAT OTHERS HAVE TO SAY

"This program really exceeded all my expectations. It gave me the boost of confidence I needed to consider making the step to starting a VA business. Outside of that, there was so much practical and useful information which helped in other areas of my career. I have definitely improved my administrative skills as a result of taking this program which will 100% help me in anything I choose to do. Romaine was honest, hands on and a delight to learn from and deserves every bit of her success!"

- Anna P.

"Romaine is an excellent coach. She takes the time to ensure we truly understand the concept. Her delivery is excellent; her availability - could not have asked for more. The information provided is detailed and to the point. The templates shared are an excellent guide. The relationship with Romaine is one you'd want to keep close to the heart for a lifetime. I would recommend this program to anyone who is looking to going into the business of Virtual Assisting."

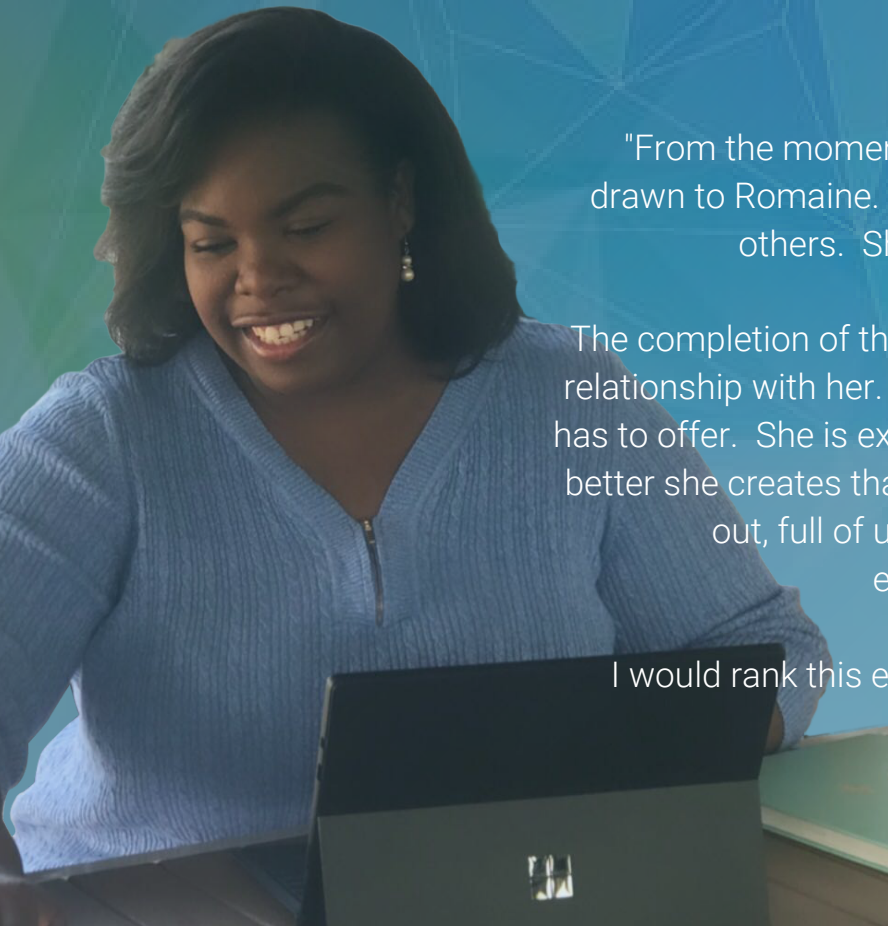
- Brinelle D.

"From the moment I saw the ad for the VA seminar I have been drawn to Romaine. She is a natural sower of seeds in the lives of others. She has definitely empowered me for success.

The completion of this class will not be the end of my professional relationship with her. I will be a lifetime student and client of all she has to offer. She is extremely talented and knowledgeable but even better she creates that in others. Romaine's course is well thought out, full of useful information and presented in a way that encourages and uplifts that cannot be defined.

I would rank this experience in education right up there with my college degrees. It is CERTIFIABLE!"

- Yolanda C.



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