

# CA BLACK LABEL

## Administrative & Executive Services

Boutique, AI-powered executive and administrative support for professionals and business owners who need reliable, intelligent help — without the overhead of a full-time hire. Backed by 15+ years of real operational experience across nonprofit and for-profit environments, at every level of the organization.

### WHAT WE OFFER

- Email & written correspondence management
- Calendar coordination and scheduling
- Digital file organization and document management
- Light financial tracking and expense organization
- Project coordination and research support
- AI-assisted drafting — communications, summaries, reports
- Business operations support and workflow design
- Vendor, contractor & compliance documentation
- Event planning and logistics support
- Tech assistance, tool setup and platform management

### WHY CA BLACK LABEL

- AI-integrated workflow — tasks that take a traditional assistant 2 hours take us 20 minutes
- 15+ years of hands-on experience across nonprofit and corporate environments, at the executive level
- Proven record managing \$3M+ sponsorship portfolios, 250+ personnel, and complex multi-location operations
- Appointed manager of a \$1M+ estate — fiduciary-level financial oversight, vendor coordination, and asset administration
- Board-level and executive liaison experience — worked at the governance layer handling sensitive, confidential work
- Founder-led service — you work directly with me, not a staffing agency or junior staff member
- Clean B2B engagement — no payroll, no benefits, no overhead. Flexible contract terms through CA Black Label

### AREAS OF EXPERTISE

EXECUTIVE & ADMIN SUPPORT	OPERATIONS & FINANCE	PEOPLE, COMPLIANCE & EVENTS
Confidential executive communications Calendar & scheduling management Correspondence & stakeholder liaison Board & governance-level support Sponsorship & donor relations (\$3M+) Document creation & management Project management (inception → completion)	AP/AR & multi-location payroll (45–65 staff) Budget reconciliation & job costing Vendor & contractor management COI, contract & compliance documentation Invoice review & cost verification Multi-inbox communication (8 simultaneous) Outsourced budget & T&M labor oversight Estate & trust administration — appointed manager, \$1M+ asset oversight, financial reconciliation & vendor coordination	Full HR lifecycle — recruit to offboard Team leadership (250+ personnel) OSHA, labor law & compliance training Workforce development pipeline design Large-scale event planning & logistics Grant writing & funding strategy Nonprofit & for-profit sector experience

### TECHNOLOGY & TOOLS

MS Office (Certified) · Google Workspace · QuickBooks · Square · Stripe · Canva Pro · Wix · Vagaro Pro · Claude AI · NotebookLM · HeyGen · Opus Clips · DaVinci Resolve · Pomelli · Sage / IQ Software · Social Media Management

### PRICING

<b>Hourly Rate</b> B2B contractor rate — invoiced via Square <b>\$55–\$65 / hr</b>	<b>Monthly Retainer (preferred)</b> 15–20 hrs/month, billed on the 1st <b>\$900–\$1,400 / mo</b>	<b>Project-Based</b> Custom scope and pricing available <b>Contact for quote</b>
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admin@cablacklabel.com · (408) 357.3515 · CA Black Label, LLC · San Jose, CA