

Flexible Support. Real Results.

Supporting builders, developers, and design-build firms for 20+ years

### **VirtuAll Assistants**

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# Mini Portfolio – Rachel Crow Founder & Virtual Construction Operations Specialist



## **Construction Support That Builds With You**

Virtual solutions for production management, estimating, permitting & more.

#### **Overview:**

As the founder of VirtuAll Assistants, I bring over **20 years of hands-on experience** in residential and commercial construction — from high-end remodels to full-scale builds. I specialize in remote **project coordination**, **production management**, **estimating**, **and permit preparation**, helping firms streamline their workflows and keep projects moving forward without the cost or commitment of multiple full-time hires. I'm well-versed in tools like Bluebeam, BuilderTrend, and Procore, and bring deep knowledge of Florida building code research, submittal organization, and permit workflows — delivering support that's precise, reliable, and grounded in real-world construction operations.



#### Core Construction Services

- Estimating & Takeoffs Material/labor estimates using your templates or platforms like BuilderTrend and Bluebeam
- Permit Prep & Submittals Organizing and packaging required docs with FBC/code research as needed
- **Project Scheduling** Timeline management, task tracking, and coordination with subs or vendors
- Proposal Formatting Turning estimates into clean, branded clientready documents
- Production Oversight Coordinating weekly workflows, milestone tracking, and change order support
- Client & Vendor Communication Scheduling, reminders, clarifications, and updates
- **Job Folder Setup & Docs** Creating, formatting, and maintaining digital project folders
- CRM & Tracking Inputting leads, tasks, and updates for better team visibility
- Weekly Progress Summaries Custom reports designed to keep stakeholders informed

#### **Tools & Platforms Proficient In:**

Google Workspace • Microsoft Office • Asana • ClickUp • Trello • QuickBooks • Canva • Dropbox • Bookafy • CRM systems (various) • Email management tools • Zoom • Monday.com

Construction Software: Procore | BuilderTrend | Bluebeam | Xactimate
Marketing Tools: Meta Business Suite • Canva Pro • Mailchimp • Duda
Facebook/Instagram Scheduling Tools • LinkedIn • Google Business Profiles



#### **Industries & Professionals Served:**

- Financial Consulting
- Construction & Trades
  - Custom Home Builders
  - Remodeling & Design-Build Firms
  - Commercial Contractors
  - Developers
  - Subcontractors & Specialty Trades
- Real Estate & Property Management
- Building Professionals
  - Home Inspectors
  - Commercial & Building Inspectors
  - Architects & Engineers
  - Interior Designers & Design Consultants
- Legal & Administrative
- Creative & Marketing Professionals

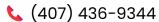
Whether you need estimating and permitting help or support with documentation, scheduling, client communication, or digital presence — I'm here to help you work smarter, not harder.

My goal is to give construction professionals the flexibility of high-level support without the cost or commitment of full-time hiring.



#### **Contact:**

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www.virtuallassistants.com