VirtuAll Assistants

Flexible Support. Real Results.
Supporting builders, developers, and design-build firms for 20+ years

VirtuAll Assistants
(407) 436-9344 • (239) 443-9081
hello@virtuallassistants.com
www.virtuallassistants.com

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.

VirtuAll Assistants

◆ **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 client-ready 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

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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

VirtuAll
Assistants

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.

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Contact:

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