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Meet Kathy

I'm Kathy, the owner of KPA Office Solutions. I have been a virtual assistant for more than 20 years. My clients are typically entrepreneurs and solo professionals who hire me to handle the administrative pieces of their businesses. So, think of me as the behind-the-scenes partner, taking care of all the essential details to keep their operations running smoothly!

With a focus on helping my clients make more money, more efficiently, and with less stress, my past and current work includes streamlining and improving systems, newsletter creation, and calendar management. I have worked with a range of CEOs of all sizes but specialize in supporting established entrepreneurs and solo professionals.

Originally from Chicago, I now call Hilton Head Island, SC home. I enjoy playing with my dogs, tackling home DIY projects, and having coffee breaks with friends.



Kathy Ambrosic
Virtual Assistant

DOG RESCUER, COFFEE LOVER, & SOLUTIONS AFICIONADO.

Services Offered:

Calendar Management and Set Up
General Admin Services
Content Proofing and Editing
Email Management and Tools
Document Formatting
Wordpress Site Updates
Personal Assistance
Graphic Design Services (Canva)

Customer Service
Newsletters
Scheduling
New Client Onboarding
Standard Operating Procedures
Gifting/Purchasing
Project Management Setup
And More!



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