

Practical support. A creative side.

Hi, I'm Des, an IT graduate and former executive assistant. I help with founder support, creative work, websites, and systems.



What I can take off your plate

Executive assistance + research

Organize requests, coordinate projects, prepare notes, follow up on next steps, and turn research into useful summaries.

Graphics + video + content

Branded graphics, short videos, motion explainers, captions, content calendars, and approved-post scheduling.

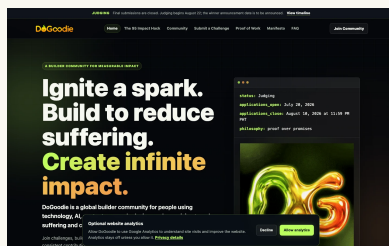
Websites + QA + automation

Build or update a website, test user journeys, report bugs, and set up scoped workflows, trackers, and automations.

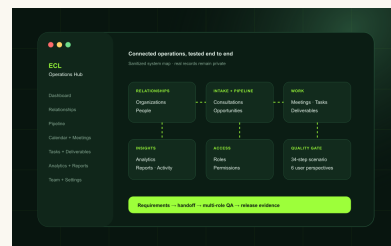
A few examples you can explore



iTip creative samples



DoGoodie website



ECL workflow + QA

View motion samples and full project context in my online portfolio.

Your kind of support

A defined project or an extra pair of hands. Tell me what you need, and we'll agree on the budget and working arrangement.

Project-based

One clear outcome.

A business website, landing page, content batch, QA pass, research brief, or workflow improvement. The deliverables, quote, revisions, and handoff are agreed before work starts.

Useful when you have a specific task to finish.

Part-time hourly

Help where it counts.

Executive, administrative, research, creative, or technical assistance for an agreed number of hours. We set the hourly rate, weekly budget, priorities, and check-in schedule together.

Time is recorded against approved work; extra hours need approval.

Ongoing support

A rhythm that works.

Recurring content preparation, website upkeep, research, or operations support. Choose defined monthly outputs or an approved hourly queue with visible priorities and progress.

Tailored to the work you actually need, not a one-size-fits-all retainer.

Not sure where to start? Send me the messy version.

Rates depend on scope, tools, and complexity. We agree on costs, access, review requirements, and availability before starting. Third-party costs are separate.

You will know what's happening

We start with one clear project and keep the work easy to review.

01 Understand the task

We clarify the audience, the useful outcome, existing material, and any business rules.

02 Agree before starting

You receive a scope, price, inclusions, exclusions, review process, and delivery plan.

03 Preview and check

I share progress, verify the agreed details, and work through consolidated feedback.

04 Hand over clearly

You receive organized files, change notes or a short procedure, and any known limitations.

A few things I will ask

- What would you most like to get off your plate?
- What assets and tools do you already have?
- Who approves the work, and what is the project budget?

Client-owned accounts, approved tools, and appropriate access. Confidential records stay out of portfolio material. I do not promise sales, rankings, or medical outcomes.

Send your website, the task, and your budget. Let us start there.