



Ombaba Consulting

Executive support for your executive needs.

Let's take your business to the next level.

www.ombabaconsulting.com

Who We Are

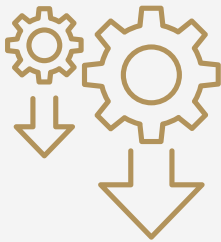
Established in 2020, Ombaba Consulting is a full service virtual assistance and social media support company dedicated to delivering your business needs. We offer the greatest support to your office. In addition, we create and distribute content that captivates audiences and endures them to your brand. We are a US-based business with assistance from graduate school level educated staff. We have a built-in system that makes sure your information is secure and protected. We have extensive experience working remotely and supporting offices throughout the country. We possess existing skills and training that will support and ease your workload.

Who We Serve

We serve the growing business owner who needs support that relieves the stress of running a business. From brand influencers to executives to traditional business owners, we value all our clients. We serve those who need the part-time support that gives them the freedom to be the boss. We want to create more stress-free days for our clients while increase their productivity. We unleash our clients' schedules so you can move your business forward. We serve those who need more time to dream bigger, do more, and/or just be better at managing daily tasks. With Ombaba Consulting, you will soar.

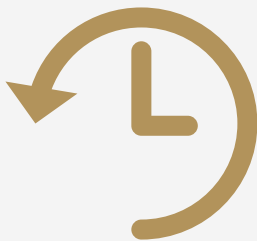
Where are you falling short?

Productivity



Are your most important tasks going uncompleted? Are your current processes ineffective?

Time



Are there not enough hours in your day to dedicate to your business' growth? Do you wish you had more time?

Organization



Are you assignments mixed up? Is the digital space overwhelming and unmanageable?

How can Ombaba Consulting help?

Productivity



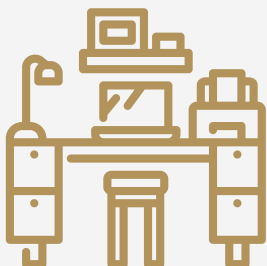
Ombaba Consulting (OC) takes the initiative necessary to move your business forward. With our world-star talent and attention to detail, OC drives productivity and is deliberate in communication and efficiency. We use your priorities as a marker of our next steps.

Time



We know your time is precious as a business owner. With plans that range from 40-80 hours per month, we add at ten hours to your work week. We offer time management for you and your entire office by allotting time where it matters most.

Organization



OC prides itself on providing the best customer service and organizational skills. OC uses past experience and present talents to make your office run smoothly. We make things easy to find so all your projects excel.

What We Offer

Find what you're searching for among our offerings. You can expect us to provide:

Social Media Strategy



Virtual Assistance



Website Development



Client Reviews

”

Shea M.

Congratulations on a beyond successful inaugural BWIO Fest!!! I was absolutely thrilled to participate! Also, I enjoyed watching the incredible presentations and panel discussions throughout the day.

”

Mwendaendi A.

Renee is a phenomenal woman. She is the epitome of finer womanhood. She is very inspiring. Namakau has always displayed the highest level of integrity. She is a brilliant woman with the desire to help other people excel.

”

Christine L.

BRAVA on the success of this extraordinary event! I am very honored to have been invited to share today and give our community so much love. You are truly a phenomenal woman, and are incredibly kind to offer this gift.

Virtual Assistance Packages

Bronze Package

\$1000

Up to 40 hours/month
Executive Assistance
Weekly 1-Hour Strategy
Session & Reports

PLUS

Management of:
Google Suite
Blog or Website
Email / Newsletter

Silver Package

\$1500

Up to 40 hours/month
Executive Assistance
Weekly 1-Hour Strategy
Session & Reports

PLUS

Management of:
Google Suite
Blog or Website
Email / Newsletter

POPULAR

Gold Package

\$2000

Up to 80 hours/month
Executive Assistance
Weekly 1-Hour Strategy
Session & Reports

PLUS

Management of:
Google Suite
Blog or Website
Email / Newsletter

Our virtual assistance packages include but are not limited to:

- Inbox Management
- Calendar Management
- Expenses & Invoices
- Payroll Management
- Administrative and/or Executive Assistance
- Research
- Data Entry
- Travel Booking
- General Website Maintenance
- Organizing and Setting Meetings
- Google and/or Microsoft Suite Management
- Weekly Strategy Meetings
- Reputation Management
- Booking Keeping
- Customer Service
- General Project Management

Social Media Packages

Drew Package

\$500

✓	Up to 10 Hours per Month
✓	2-3 Posts per Week *
✓	Copy-Writing
✓	Stock Image Sourcing
✓	Monthly Reports
✓	Strategic Calendar
✓	Community Management
✓	Weekly Monitoring

Ombag Consulting

Oxford Package

\$1000



✓	Up to 20 Hours per Month
✓	2-4 Posts per Week *
✓	Copy-Writing
✓	Stock Image Sourcing
✓	Monthly Reports
✓	Strategic Calendar
✓	Community Management
✓	Weekly Monitoring

Ombag Consulting

Jackson Package

\$1500

✓	Up to 30 Hours per Month
✓	3-5 Posts per Week *
✓	Copy-Writing
✓	Stock Image Sourcing
✓	Monthly Reports
✓	Strategic Calendar
✓	Community Management
✓	Weekly Monitoring

Ombag Consulting

*For ONE social media channel. Additional channels are an additional \$150 per month.

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Our social media management services include but are not limited to:

- Graphic Design
- Calendar Management
- Posting and Scheduling
- Profile Setup and Integration
- Engagement
- Analytics and Tracking
- Copy-Writing
- Content Creation
- Video Editing
- Research
- Marketing/PR
- Creating and Tracking Social Campaign

Social Media Management Packages Policy

The prices of these packages reflect the management one social media channel including but not limited to Facebook, Instagram, TikTok, Twitter, LinkedIn and Pinterest. The inclusion of an additional channel would include an additional charge of \$150 per channel per month.

Ombaba Consulting works with a pre-established social media strategy. However, our team will work with you to find the best ways to improve upon that strategy. Pre-created content is highly recommended although not required. Our team can handle video editing and send instructions on popular video creations (Reels/TikTok videos). All packages include ONE (1) one hour meeting per week to discuss our plan of action and give any updates. Additional meetings can be scheduled in the case of an emergency at your request.

The monthly price includes a limited number of hours per month, which will be monitored using a Time Tracking App. The hours are as follows: Drew (10 hours per Month), Oxford (20 hours per Month), and Jackson (30 hours per Month).

Content will follow a chain of command, which gives you the final approval on the design and/or video edit. Without your final approval in writing (via Email or Google Drive), content will not be posted. Written Approval of content is needed at 11:59 PM EST on the Sunday before the week of content. (Week of Content starts on Monday of the Week.) Edits can be made throughout the week on content, but it will not guarantee that the content will be posted in that week of content. Content Suggestions and/or Video Instructions will be sent as least one full week before content is to be posted.

Social media channel(s) will be monitored weekly with community engagement, which includes responding to post, gathering questions from direct messages, and blocking/reporting spam accounts.

Weekly packages are available upon request at a rate of \$75/hour.

Ombaba Consulting Policies and Things to Consider

Services can be booked electronically via email to info@reeneenamakauombaba.com or on our website ombabaconsulting.com. Ombaba Consulting will send an online form to complete for more information. Consultant appointment will be set up one week after the form is completed.

Payment

The cost of our services depend on the needs of the client and the package selected.

Full payment is required weekly or monthly before any service is rendered, which includes renewals. For monthly accounts, prepayment is due each 30 days following the date the account was established. Invoices are usually sent by e-mail unless another billing method is requested by you and agreed upon by both parties. Payments can be made through the following electronic methods: paypal.me/ombaba, \$queenombaba, Venmo (@Renee-Ombaba-2), Zelle (rnombaba@gmail.com) or <https://reeneenamakauombaba.com/shop>. Additional features can be added at any time. Monthly feature prices are not prorated. Ombaba Consulting reserves the right to change prices at any time.

To cancel your account, please submit a request to us using our "Contact Us" form or call us at (703) 828-5787. We may send you an email to confirm that you wish to cancel.

You may not use the services of Ombaba Consulting to post, publish or transmit any unlawful or objectionable information of any kind, including threats, obscenity or pornography, profanity, or, including without limitation

any activity that would constitute or encourage any criminal offense, civil liability, or violate any local, state, national or international law. You may not post or transmit viruses or any other harmful components or inhibit or restrict anyone else from using the Internet.

You may not transmit, reproduce, or in any way exploit any information, software, or other material obtained through Ombaba Consulting for commercial purposes (other than as expressly permitted by the provider of such information, software or other material). Ombaba Consulting assumes no obligation to monitor the service. However, you agree that Ombaba Consulting has the right to monitor the service and disclose any information necessary to satisfy any law, or legal government request, and to operate properly, or to protect itself or its users. Ombaba Consulting reserves the right to refuse service without notice or to remove any information at its sole discretion.

Ombaba Consulting will not tolerate abusive customers and expects all customers to respect the Terms and Conditions as set forth on the Ombaba Consulting website and the client's contract.

If you have any questions, please contact Renee Namakau Ombaba at info@reeneenamakauombaba.com or (703) 828-5787.

Our Work



Work with Us

Reach out to us. We're ready to create.

To Book an Appointment, contact us via email. Please allow 24-48 hours for a response.

Email Address

info@reeneenamakauombaba.com

Phone Number

(703) 828-5787

Website

ombabaconsulting.com



Ombaba Consulting

Executive support for your executive needs.