



SV BRANCHES, INC.

Virtual Assistants For Your Personal and Professional Life

ENERGY CONVERTORS CASE STUDY

SV Branches brings order and systems to Energy Convertors so that its CEO, Charles Cole III, can focus his resources and energy on the community and students who need his attention the most.



AT A GLANCE

Energy Convertors is an organization that focuses on building agentic students and communities in order to ensure our students get the education they deserve.

Energy Convertors exists to utilize the voices of the end-users of education: THE STUDENTS, PARENTS, AND THEIR COMMUNITY. Their starting place is with those that public education was meant to serve from day one rather than the “system”. They prioritize the quality students and parents desire over any system. Through their research, students and their families understand their power and agency in education.



“Miss Angie is my family at this point. I would have long stopped if I didn’t have her. She keeps me sane and grounded. I truly love that lady!”

DR. CHARLES COLE, III
Founder

SCOPE OF WORK

Email Management

- Establish a streamlined system to organize email through meticulous detail, aligned to Dr. Cole’s preferences by first understanding what enables him to do his best work. This comprehensive approach entails:
 - filtering important messages, categorizing important emails and flagging those for Dr. Cole’s response
- Responding to routine inquiries on behalf of Dr. Cole

Expense Reporting

- Invoice coding and data input for all expenses
- Provide detailed reporting for Dr. Cole’s Finance Team and accountants

General Administration

- Schedule all meetings and manage all meeting requests to the Office of the CEO
- Organize both personal and professional travel and accommodations
- Assisted Dr. Cole with a cross-country move
- Organize multiple calendars, both personal and professional
- Interact with key senior leadership, from heads of Finance to HR to Development
- Support the organization’s budgeting
- Work with designers on content (e.g., proofreading and editing documents)



“What I like about working with Dr. Cole is his drive and dedication to the community and working with students - allowing them to voice their opinions. I have been blessed to see it all in action.”

ANGELA SKELTON
Virtual Executive Assistant