

# Project Scope

## The Client:

Puzzle Media

## The Concern:

A need to complete ad-hoc copywriting, marketing and administrative tasks

## The Approach:

- Editing and reviewing of client blog posts
- Daily inbox maintenance - labelling and filing of emails
- Executive Support

## The Outcome:

- Client blog posts edited and reviewed on time
- Client social media posts edited and reviewed on time
- Executive Support provided to the business agency owner Tina Hay including: reference checks, diary management and email management, as well as grant and business award applications