



Remote Services Sheet

Ryan Hillaby provides practical remote support for clients and teams that need help across digital work, operations, documentation, and light technical tasks.

Core Services

Data & Research

- Spreadsheet cleanup and organization
- Data collection and structured tracking
- Basic reporting support
- Research compilation and source organization
- Information cleanup for handoff or review

Admin & Operations

- Process documentation and SOP creation
- Task tracking and checklist setup
- Shared folder organization and file cleanup
- Proposal and document formatting support
- General back-office coordination work

Tech Support

- Basic troubleshooting for software and digital workflows
- Setup support for tools, accounts, and simple systems
- Documentation for repeatable tasks and support processes
- Assistance with technical coordination and issue tracking

Web & Systems

- Website content updates
- WordPress and cPanel support
- Plugin and content management
- Basic website maintenance and issue follow-up
- Coordination with specialists when deeper development work is needed

Working Style

- Practical and organized
- Clear written communication
- Reliable follow-through
- Comfortable working independently
- Able to bridge technical and operational tasks
- Focused on useful output rather than unnecessary complexity



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Background Advantage

This work is supported by years of experience in construction, logistics, documentation, coordination, quality tracking, and technical environments. That background brings a strong bias toward accuracy, clarity, and getting work finished properly.

Good Fit

Best suited for:

- Small businesses
- Remote teams
- Independent operators
- Employers who need ongoing digital support
- Clients who value organized execution without excess overhead

Typical Use Cases

- Clean up a messy spreadsheet or tracker
- Organize a process into a usable SOP
- Update website content and handle basic maintenance tasks
- Support digital operations that are falling behind
- Help document systems, tasks, or recurring workflows

Contact Use

This sheet is intended as a simple reference for hiring conversations, introductory calls, and follow-up messages.