

HELD & HANDLED

FRACTIONAL EXECUTIVE SUPPORT



Evangeline L. Mosbacher

I partner with founders, business owners, and leadership teams navigating growth and complexity. I operate as a trusted extension of the leaders I support—bringing structure to moving parts, protecting time, and ensuring priorities move forward with precision.

Core Areas of Support

Executive Communication Triage & Time Protection

Inbox prioritization, calendar strategy, filtering requests, protecting decision-making bandwidth.

Executive Representation & Stakeholder Communication

Professional correspondence and coordination with clients, vendors, partners, and key stakeholders on leadership's behalf.

Scheduling, Travel & Logistics Coordination

Complex scheduling, meeting preparation, travel booking, logistics, and itinerary management.

Operational Organization & Workflow Structure

Resource optimization, process documentation and template creation, task tracking systems, project visibility, and streamlined administrative operations.

Project Execution & Follow-Through

Handbook edits, database cleanup, form letters, reporting, research, and special initiatives.

Finance & Other Administrative Support

Payroll coordination, expense tracking, documentation support, training & education coordination, onboarding execution.

Personal Administrative Support

High-trust personal task management that anticipates needs and ensures alignment with executive productivity.

Engagement Structure

- Ongoing fractional support
- Reserved weekly capacity
- Defined weekly minimum engagement

Benefits & Outcomes

- Protected time, preserved focus
- Clear execution & increased momentum
- Support you don't have to manage