



BASE SERVICE PORTFOLIO

Cloud 9 Management
5785 / 2025

contato@cloud9remote.com
+55(11)94773-4465
Higienópolis/SP



CLOUD 9 REMOTE SERVICES

With over 10 years in the market, we are dedicated to providing strategic and personalized support that drives the success of our clients globally.



We value collaboration, satisfaction, and the joy of serving, believing that proper planning and well-structured processes are the foundation for achieving exceptional results.

Our mission is to offer Trilingual Executive Secretary solutions with excellence and flexibility.

DIRETORIA



Rachel C. F. Neves

C.E.O

Trilingual Executive Secretary

Distinguished for supporting executives and companies in leveraging up to 40% of overall results. Adapted to remote culture since 2013, with skills in process optimization, meeting deadlines, and facilitating managerial decision-making.



Akiva D. L. Neves

C.O.O

Operations Manager

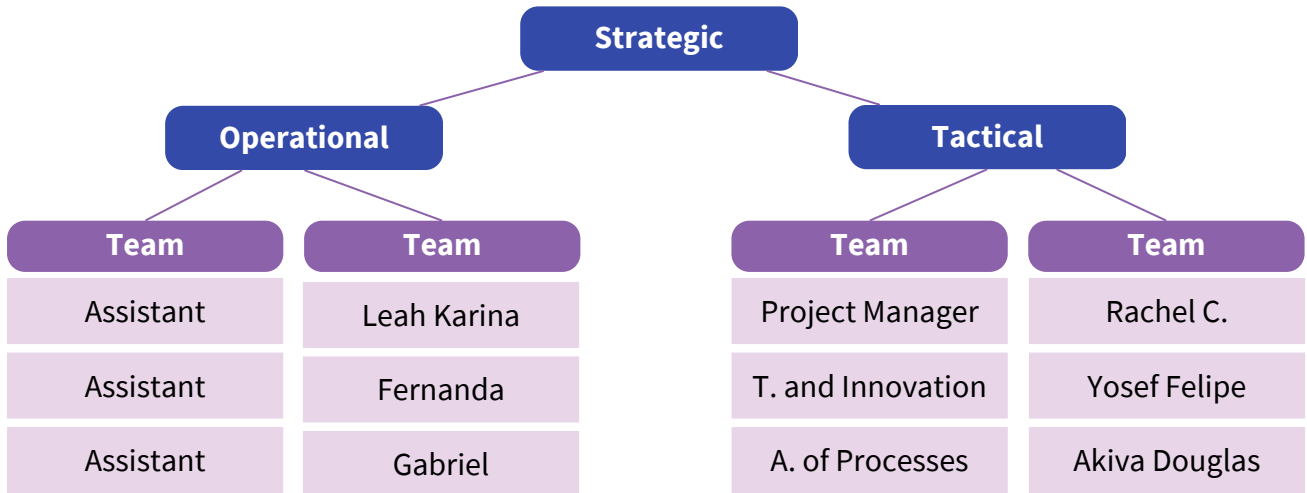
Strongly focused on management and leadership based on cooperation and trust. Promotes teamwork, talent development, and a harmonious work environment, ensuring high standards of quality and satisfaction.

"Diligence is an acquired skill that combines creative persistence, smart effort, planned and honestly executed work without delays, with competence and effectiveness to achieve a pure result at the highest level of excellence."

The Board of Directors



CLOUD 9 TEAM





OVERVIEW

We specialize in managing schedules, corporate communication, and administrative support. We provide personalized service, adapting to each client's needs and acting as strategic partners. We focus on innovation and collaboration, helping companies expand and optimize processes efficiently and professionally.

GOALS

We offer efficient and customized Trilingual Executive Secretary solutions, ensuring high satisfaction and building long-lasting relationships. We facilitate multilingual communication, improve management processes, and proactively contribute to the success of our clients' businesses, always focusing on excellence and innovation.



AVAILABLE PACKAGES

Productive Hours

Personalized Budgets

We offer customized budgets tailored to the specific demand of each client. Pay only for productive hours, ensuring flexibility and efficiency in services provided, with total transparency and cost control.

		Value
Essência Cloud	20h	R\$2.200,00
Expansive Cloud	40h	R\$4.800,00
Strategic Altitud	80h	R\$9.600,00
AI Solutions		Upon Consultation

Client Benefits

Choosing a contract with Cloud 9 reduces labor costs and provides greater flexibility in hiring hours and services. The hiring process is less bureaucratic than the CLT regime, and the client has access to qualified professionals ready to handle strategic demands.

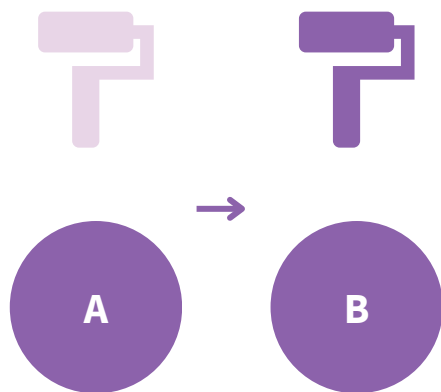
Base Salary	Charges	Total Cost	Economy
R\$2.200,00	R\$1.540,00	R\$3.740,00	70%
R\$4.800,00	R\$3.360,00	R\$8.160,00	70%
R\$9.600,00	R\$6.720,00	R\$16.320,00	70%

SERVICES & SOLUTIONS

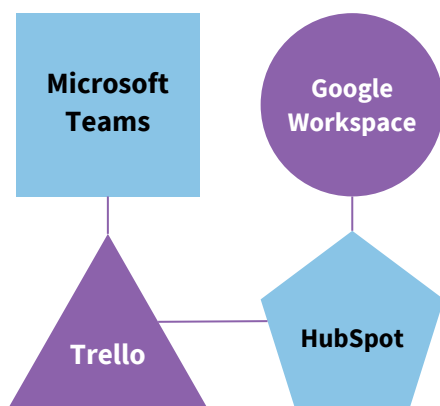
- **Schedule and Calendar Management:** Planning and organizing appointments, coordinating meetings and events, and scheduling travel with itinerary management.
- **Corporate Communication:** Writing, translation, and management of correspondence and documents in Portuguese, English, and Spanish. Support in communication with national and international clients and stakeholders.
- **Document Administration:** Efficient management of digital and physical files, report preparation, and creation of organized filing systems.
- **Project and Process Support:** Assistance in planning and executing projects, developing processes, and tracking goals and deadlines.
- **Customer Service:** Proactive and receptive support to enhance customer satisfaction, complaint management, and implementation of service strategies.
- **Travel and Logistics Coordination:** Organization of national and international travel, as well as logistical management for events and conferences.
- **Executive Management Support:** Direct assistance to executives, preparing meeting materials, managing administrative tasks, and providing personal support.
- **Consulting and Training:** Training teams in secretarial practices and consulting for optimizing administrative processes.
- **Translation and Interpretation Services:** Translation of technical and commercial documents, as well as interpretation for international events and meetings.
- **Innovation and Artificial Intelligence:** Emphasis on customized AI strategies, advanced technological integration, and ethical compliance.
- **Family Support:** Coordination of family activities and appointments, such as school meetings, family events, and travel.
- **Property and Vehicle Management:** Supervision of residential maintenance and fleet management, ensuring that mobile and real estate investments are always in order and functioning correctly.
- **Personal and Staff Payment Management:** Administration of personal bill payments, domestic staff salaries, vacation schedules, as well as hiring and terminations, and other related payments.
- **Personal Task Administration:** Scheduling medical appointments, restaurant reservations, and shopping assistance.

REMOTE CULTURE

Connect, Collaborate, and Create Value



The rise of remote work culture in small, medium, and large companies has brought clear benefits, such as increased job satisfaction and productivity. According to studies, companies that adopted remote work experienced up to a 77% increase in employee productivity, as reported by Stanford University. Additionally, an Owl Labs survey revealed that 74% of remote workers feel happier and less stressed, contributing to talent retention.



Real-world examples include Dell, which saw a 23% productivity increase after implementing flexible remote policies. Buffer, a software company, reported that 91% of its employees prefer remote work, positively impacting work-life balance. Small and medium-sized businesses are also adopting the model to reduce operational costs, such as office space rental, while enhancing performance through greater flexibility.

"Remote work isn't just a trend; it's a transformative shift in how we connect, collaborate, and create value—empowering people to thrive professionally while embracing personal freedom."



CONTACT US FOR FURTHER INQUIRIES



Cloud 9 Serviços Remotos
contato@cloud9remote.com
+55(11)94773-4465