

THE EXPERIENCE TO KNOW.

The energy to do.

I'm Lyd. Executive support, legal document production, healthcare, hospitality and a life on both sides of the Atlantic come with me when I step into your world.

A day. A trip. A project.

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Lyd O'Grady · Call me Lyd

ON-SITE ACROSS THE USA • TRAVEL TO OR WITH YOU • FROM EUGENE

"We could use her for..."

The trip that needs another pair of hands

Appointments, reservations, travel documents and everyday requests during an agreed trip.

The deadline that is getting close

Documents formatted and proofread, meeting papers prepared, loose ends tracked.

The family transition

Appointments, key contacts and practical information gathered into one usable handover.

The person who is away

Temporary office or executive support, with an action list and a useful handover.

The event or interview round

Schedules, correspondence, guest or candidate information and practical coordination.

The business that needs a reset

Inbox follow-ups, supplier information, new-starter packs and an agreed administrative backlog.

Experience behind the offer

Executive support for 7-10 clients. Legal document production at Nabarro LLP. Financial administration at Salient CRGT. Executive and office support at Millennium Consulting. Patient access at PeaceHealth RiverBend. Work across the US and UK.

When the records need a closer look

Examined by Brightly: source-cited findings, evidence maps and chronologies. For a disputed bill, a legal file or an insurance claim, see what the supplied records establish, where accounts conflict and what is missing. Dedicated SSI/SSDI services are also available. Professional advice and decisions stay with you and your advisers.

Explore services and examples

SSI / SSDI records

20 ways to hand something over.

A quick menu to pass along. Open the website for scope, examples and booking policies. 17 fixed fees include the listed hours. Travel support, office cover and events receive custom quotes.

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| <p>01 Paperwork Reset
 \$275 • 4 hours
 Paperwork, action list and written handover.</p> <p>03 Operations Catch-Up
 \$650 • 8 hours
 Backlog priorities, trackers and procedures.</p> <p>05 Letters & Follow-Up
 \$225 • 3 hours
 Reply drafts and a response tracker.</p> <p>07 Inbox & Follow-Up Rescue
 \$325 • 4 hours
 Inbox sorting, follow-ups and a working routine.</p> <p>09 Transition & Handover
 \$350 • 5 hours
 Checklists, contacts and transition information.</p> <p>11 Travel Companion Assignment
 Custom quote
 Practical support throughout the agreed trip.</p> <p>13 Event Coordination Pack
 Custom quote
 Event schedule, contacts and on-site support.</p> <p>15 Document Finish
 \$300 • 4 hours
 Formatting, proofreading and version comparison.</p> <p>17 New Starter Welcome Pack
 \$375 • 5 hours
 Welcome pack, setup checklist and first-week plan.</p> <p>19 Supplier Comparison Pack
 \$300 • 4 hours
 Supplier quotes and terms arranged side by side.</p> | <p>02 Digital Office Reset
 \$450 • 6 hours
 Folders, document index and upkeep instructions.</p> <p>04 Appointments & Deadlines
 \$150 • 2 hours
 A schedule, preparation checklist and date record.</p> <p>06 Household Information Binder
 \$275 • 4 hours
 Contacts, recurring tasks and document locations.</p> <p>08 Scan, Name & Find
 \$225 • 3 hours
 Named digital files and an index.</p> <p>10 Meeting-to-Action
 \$300 • 4 hours
 Agenda, structured notes and an action tracker.</p> <p>12 Office Cover Assignment
 Custom quote
 Temporary office continuity and a handover.</p> <p>14 Interview Coordination Pack
 \$450 • 6 hours
 Interview schedules, packs and correspondence.</p> <p>16 Expense Catch-Up
 \$225 • 3 hours
 Receipts, expense schedule and missing-item list.</p> <p>18 Contact List Cleanup
 \$225 • 3 hours
 Consolidated contacts and a usable register.</p> <p>20 Project Closeout
 \$375 • 5 hours
 Project archive, index and remaining actions.</p> |
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Tell me what needs doing.

A day, a trip or a defined project. I agree the work, dates and useful finished result with you. Brightly LLC handles your quote, agreement and payments. Travel and expense funds are agreed before booking. Established clients with an active retainer can request remote help between assignments; timing is confirmed.