



If you have the work, I have the miracle

YOUR PERSONAL VIRTUAL ASSISTANT

INTEGRITY, PROFESSIONALISM, & DEDICATION

The **MIRACLE WORKER** outside your office

My goal is to assist you in successfully managing and growing your business. I provide **cost-effective, administrative services** and one-time **Project Assignments** to both small and medium-sized businesses. VA's offer a high level of professionalism at all times. The savings you will realize in terms of reduced payroll costs, lower overhead, improved efficiency and increased productivity is substantial.

Benefits of a Virtual Assistant:

- 1. No employee taxes, insurance, or benefits**
- 2. No extra office space or equipment costs**
- 3. Minimal or NO training**
- 4. Only pay for "Time on Task" or by project**
- 5. No time wasted on personal issues**
- 6. Works only when you require the service**
- 7. Available when your staff gets overloaded**

All Assignments will be completed professionally, proficiently and confidentially.

As your Personal VA, I can handle all your office needs including:

ADMINISTRATIVE SUPPORT	WORD PROCESSING
<ul style="list-style-type: none">• Excel• PowerPoint• Data-Entry• Internet Research• QuickBooks• Order Supplies	<ul style="list-style-type: none">• Resumes• Letters and Term Papers• Spreadsheets• Certificates and Awards• Invitations• Editing and Proofreading
PERSONAL SERVICES	ORGANIZATIONAL SERVICES
<ul style="list-style-type: none">• Mailings• Travel Arrangements• Creating Phone/Address Directories	<ul style="list-style-type: none">• Client File Management• Event Planning• Scheduling Appointments• Slide-Show Presentations

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