

# Your.Virtual.Assistant Services

Below are highlights of some of what I provide my clients:

- Perform virtually all office administrative tasks such as answering phones, screening email, scheduling, arranging travel, organizing events and training, writing correspondence and too many other tasks to mention here.
- Function as bookkeeper, handling A/R, A/P, payroll, quarterlies, and various financial reporting.
- Develop concept, layout, design, and publish newsletters (electronic or otherwise) and marketing materials for individual clients and trade industry associations.
- Design, host and maintain websites with knowledge of HTML, PHP, and other web languages.
- Employ computer literacy, with proficiency in Microsoft's Office suite, QuickBooks accounting program, Constant Contact and 1ShoppingCart.
- Operate as a technical resource capable of troubleshooting issues with Outlook, Microsoft Office, Internet Explorer and Mozilla Firefox. (Note: prior service as corporate Outlook trainer.)
- Consult on general organizational issues and participate in brainstorming and idea generation, and myriad business topics.
- Work on a hourly-, task-, project-, and/or retainer-basis.
- Write and edit a variety of content, including web text and expository prose.