



## *Feeling blue about your administrative tasks?*

Outsource your typing and/or administrative needs to me for reliable, competent and prompt assistance

### **Skills Background:**

- 15 years experience in the Administrative and Secretarial Industry
- Multi-skilled
- Compassionate about my work
- Computer literate in Microsoft Office

### **Guarantees:**

- Attention to Detail
- Accuracy
- Privacy and Security on all documents
- Professionalism

### **Services Rendered:**

- Student Projects
- School Assignments
- CV's
- Quotations
- Flyers/Brochures
- Business Cards
- Personalised Invitations
- Thesis
- Projects
- Formatting, and many more...

*I can do just about anything related to typing or administrative needs!*

*No job/request too big or too small, I thrive on challenges!*

*Once off typing and/or contractual agreements are welcome!*

**A Virtual Assistant is an entrepreneur who provides professional administrative, technical or creative assistance to clients from a home office. Helping Business Owners to focus on their Business**



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*Fast and Efficient is my claim to Fame!*