

The Virtual Secretary

Website Design and Maintenance
Desktop Publishing
Administrative/Secretarial Assistance



Why Is Anna Baron An Expert In Virtual Assistance?

For over 10 years, Anna Baron has worked side-by-side with executive level professionals in a corporate environment, in a variety of industries.

In 1998, she began The Virtual Secretary, using the latest technology, that makes her expertise accessible and affordable.

Web site design and desktop publishing have been incorporated into her services offered, providing a one stop shop for Virtual Professionals needing administrative and marketing help.

Her experience lies in Sales and Marketing, a Big 5 accounting firm, an oil & gas consulting firm, hotel industry and sales and leasing of Class "A" office buildings.

Who Should Call?

Corporations or individuals who are overwhelmed by the chaos in their office and are seeking to accelerate growth by finally having the time to focus on the more important issues of

What Is a Virtual Assistant?

Virtual assistants are home-based professionals who perform a wide range of office functions for one or more clients without setting foot in the client's office. VA's are more than just remote secretaries. By partnering with each client, they learn their client's business and work closely with them to build their business.

Why Is a Virtual Assistant Important?

- ◆ No need to spend your valuable time on those tasks you don't have time for or are not able to do.
- ◆ You can accelerate growth by finally having the time to focus on the most important issues of your business.
- ◆ You have the freedom needed to work on growing and improving your business skills, knowledge, and relationships.
- ◆ You are able to make better decisions by having a partner to "bounce" ideas off of.
- ◆ You have flexibility to assume new, challenging opportunities.
- ◆ You have peace of mind knowing that the details are being taken care of.
- ◆ You are finally able to run your business instead of it running you.

A Virtual Assistant Can....

- ◆ Pay your bills.
- ◆ Screen and forward your mail, email and voicemail.
- ◆ Solve problems you don't want to solve.
- ◆ Manage projects or reporting.
- ◆ Follow-up with clients or contacts.
- ◆ Remind you of important dates.

Benefits of Contracting A Virtual Assistant You Save....

- ◆ You do not need to provide a physical workspace.
- ◆ You do not need to provide costly equipment for your VA to use.
- ◆ You do not need to deal with payroll, taxes or benefits.

Bonuses

Workers comp, long term/short term disability

Insurance

Vacation and sick days (PTO)

401k and retirement

Social security, taxes

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