



Virtual assistant and IT trainer

The challenges you face:

- Administrative tasks take too much of your valuable time.
- Small and often trivial tasks could be done by someone else — but there is no-one else.
- You need more time to concentrate on growing your business.

The solution:

Use **Your Trusted Assistant** to lighten your load and help you become more efficient.

The benefits to you:

- ✓ An experienced, reliable and supportive PA who gets to know and understand your business.
- ✓ You only pay for the hours we work — a service tailor-made to suit you.
- ✓ You have more time to concentrate on what is important to you.

The services **Your Trusted Assistant** can provide:

- ✓ Virtual PA support including:
 - * Setting up spreadsheets that do the work for you
 - * Creating high-impact, dynamic presentations
 - * Producing professional-looking letters and documents
 - * Filtering your emails and correspondence
 - * Scheduling your appointments
 - * Managing your business contact list
 - * Researching travel options and making bookings
- ✓ Flyers, brochures and newsletters using MS-Publisher
- ✓ Database creation and maintenance using MS-Access
- ✓ Training in efficient and effective use of Microsoft Office



Contact Jaqueline Smith to learn how **Your Trusted Assistant** can save you time and help you grow your business.

Your Trusted Assistant

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