

Software Utilization

- * Goldmine
- * Quickbooks
- * Mas90
- * Outlook
- * Word
- * Excel
- * Power Point
- * Pinnacle
- * Publisher
- * Photodex
- * Print Shop

We Are Dedicated to You

If you require a service I am not able to provide, I will help you find a custom-fit solution for your business or project needs.

to Assist you will partner with you to blend seamlessly with your priorities, schedule and management style.

Jody Ann Narantic
Virtual Professional Assistant

Ph (219) 742-3129
jody@toassistyou.com

www.toassistyou.com

**Call Today for a FREE
1 hour Consultation**

to Assist you

Jody Ann Narantic
Virtual Professional Assistant



**Specializing in Offsite
Administrative Support**

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A Virtual Assistant

A Virtual Assistant (VA) is a small business owner who provides quality office administrative support for small businesses and independent professionals by using phone, fax, email, delivery and the internet.

I have 18 years of administrative support experience in the transportation and recycling industries. My background includes Bookkeeping, Manager of Administration, Special Projects Manager and Assistant to the President.

When partnering with to Assist you, you will get the results of a top notch Administrative Assistant whose bottom line is as important as yours.

Why Hire a VA?

- * You're not making enough business calls.
- * Your spare time is spent on paperwork.
- * Your paperwork is piling up.
- * You don't want the additional expense of a full time employee.
- * You can't find someone you trust.
- * You can't find the right person who can handle all your administrative needs.
- * You haven't had a vacation since when?

Do You Need...

Focus on your professional and personal development?

We understand the importance of our clients' specific requirements. We will provide you with an evaluation of your specific administrative needs and help you determine how our services can explicitly free you to get things done. We will free up your time to turn your focus on your personal and professional development.

A reliable, expert and confidential Virtual Professional Assistant?

We take an interest in you, our client, and provide the utmost confidentiality and care needed to build a successful business relationship.

A cost-effective solution?

We provide the time for you to do what you do best -- running your business. With our services, you don't have to worry about the learning curve and associated costs of an inexperienced, in-house employee.

Services Provided

- * Appointment Scheduling
- * Bookkeeping
- * Calendar Management
- * Customer Data Management
- * Data Entry
- * E-mail Handlings
- * Event Planning
- * Internet Research
- * Office Procedure Evaluations
- * Reminder Services
- * Travel Arrangements
- * Special Projects
- * Vendor Contract Negotiations

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