

Virtual Executive Assistant Services

<http://Virtualassistant.daniellevallee.com>

Are You a Busy Executive in Need of Assistance?

Are you a successful entrepreneur in need of help with delegating certain tasks to a university educated virtual assistant who is reliable, well versed in American business but very comfortable with the European culture?

With a virtual assistant, you save on the infrastructure, because you do not need to maintain a physical office. You are not tied to an office, do not have to worry about payroll, benefits, office equipment. Everything is at your finger tips with improved efficiency, using the benefits of technology.

We offer several options: 1) à la carte, 2) customized packages and 3) retainers. We will find the best option with you, customized for your specific needs.

Here Is Our Full Range of Services :

Administrative

- Internet research
- Online Scheduling
- Online Task Management & reminders
- Answering calls & client communication
- Travel reservations
- Meeting coordination
- Minimizing interruptions
- Follow-ups and reminders
- Thank you notes, satisfaction surveys and follow-ups
- Coordinating with clients and employees

Creative

- Business writing, technical writing, proofreading, translation (impeccable English & French)
- PowerPoint presentations
- Desktop publishing, document layout
- Scripts & storyboards
- Video & audio
- Illustration, animation, photo



Our services are available à la carte or in customized packages.

Managerial

- Organizing tasks
- Managing projects
- Time management
- Situation assessment
- Establishing priorities
- Managing the workflow
- Coordinating with clients and employees
- Coming up with creative solutions

Technical

- Creating and updating your Web site
- Webinars, Web-conferencing
- Web-based training
- Blogs & social media
- Podcasts, audio & video segments
- Search engine optimization

Overall:

Allowing you to concentrate on your most important tasks and contributing to your business' impeccable corporate image and reputation!

Software:

Windows & Macintosh OS, Lotus Notes, Visio, Word, Excel, PowerPoint, Access, Photoshop, Illustrator, GoLive, InDesign, Flash, DreamWeaver, iMovie, iPhoto, iTunes, GarageBand, QuickTime, HTML, FTP, browsers, antivirus, firewalls, VPN, LMS, CMS

We can provide you with just the right formula for your needs. Just send an e-mail with your needs and we will get back to you promptly. Get the help you deserve! Help is only a phone call away!

For more information:

assistant@daniellevallee.com

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