

CALENDAR COORDINATION | DATABASE MANAGEMENT

About Joyce Edwards

Joyce Edwards, BBA, GVA has over twenty-five years of human resources, marketing, special event planning, training, interviewing and executive administration experience. As a motivational speaker and small businesswoman, Edwards has made a positive difference in the lives of many.

As a small business owner for over seventeen years, Edwards brings a fresh, insightful viewpoint to the virtual assistance arena, using her knowledge to liberate offices from the administrative tasks of day-to-day operation.

She and her team understand the dynamics of running a small home based business, or a mid-size corporation. Whether you operate on a shoestring or a million dollar budget, from a boardroom or a corner of your bedroom, Edwards can positively impact your bottom line. You'll be amazed at how easy difficult tasks become.

**You'll love having a
Virtual Assistant
who works only when needed
on time, on budget, on target!**



Benefits of our Hassle-Free Solutions:

- One stop support, virtually
- Worry-free production — assign task to us, it's done!
- No overhead, benefits or personnel-related expenses
- Reasonable rates, retainer arrangements & turnaround
- You concentrate on income-generating duties — we concentrate on the rest
- Experienced, innovative team, leading-edge technology, positive financial outcomes



Joyce Edwards
Your Virtual Assistant

"Giving You the Gift of Time ...Because Time is Money!"

Administrative Support
Branding
Graphic Design
Secretarial Support
Social Media
Web Design & Maintenance

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CLIENT RECRUITMENT & RETENTION | SPREADSHEET CREATION

What is a Virtual Assistant?

Virtual Assistants are entrepreneurs, highly skilled in their professions, making a positive impact on the productivity of those they assist.

As a graduate of Virtual Assistance U, **Joyce Edwards – Your Virtual Assistant** provides virtual problem solutions for your administrative challenges. Joyce Edwards has completed a comprehensive program that includes how to produce virtual “work that matters” for our clients using the latest technology and expertise.

- ✓ Work assignments are communicated through email, phone, fax, mail couriers, Internet, pick-up and delivery
- ✓ Busy executives and entrepreneurs working in a small office, have access to all of the support benefits of the executive in a permanent office of a major corporation. New business startups, small companies with periodic projects and sales people desiring the personal touch are all examples of potential clients of a Virtual Assistant.
- ✓ Salary and benefits for full time staff are avoided. No office equipment to purchase. No training or supervision necessary. No healthcare costs. Social Security and payroll taxes are eliminated.

Brief Services Summary

- ♦ **Administrative Support:** Email, Meeting and Agenda coordination, Phone message and postal management, Strategic planning
- ♦ **Association Management:** Records and Database Management, Calendar Coordination, Agenda Coordination, Client/Member Recruitment & Retention
- ♦ **Branding:** It's more than a logo or slogan; we can help you discover the forgotten elements to make your company memorable.
- ♦ **Desktop Publishing:** Brochures, Bulletins & Programs, Business Cards, Custom Calendars, Forms, Invitations, Labels, Reports, Flyers, Newsletters, Posters, Workbooks
- ♦ **Executive Personal Assistant:** Calendar coordination, Concierge and Reminder Service, Event, Meeting and Travel Planning
- ♦ **Graphic Design**
Cost effective, intriguing and innovative design for print and multimedia
- ♦ **Secretarial Support:** Administrative Assistant Emulation, Data Processing, Database & Records Management, Email and Facsimile Support, Internet Research, Letter Composition, Mailing Lists and Mail Merge, PDF Conversions, PowerPoint Presentations and Documents, Resumes and Resume Consulting, Speech Writing and Editing, Spreadsheet Creation
- ♦ **Web Design & Maintenance:** Providing an optimized and productive online presence

Virtual Work Partners

Workplace practice changes and technology are causing the role of the administrative professional to evolve tremendously.

Your administrative staff no longer has to work within the confines of the brick and mortar structure. **Virtual Work Partners** now work from home as entrepreneurs, technology gurus and problem solvers, facilitating smooth work processes from across town or around the world. Utilizing leading edge technology, they erase the geographical boundaries of yesterday.

If you are an Overwhelmed Executive, Busy Entrepreneur or an Assistant who wants to:

- Focus MORE on Income-producing Responsibilities
- Wipe Out Frustration and Eliminate Stress
- Assign Work to Team Members and Know It's Done - Right & On Time
- Reduce Overhead or Personnel-related Expenses
- Access Leading-edge Technology & Experienced Professionals, 24/7

If you need someone to manage your day-to-day operation, provide auxiliary support, oversee special projects or meet imminent deadlines, we are your solution. Contact a representative immediately at

248-892-9466