

Who Am I?

Denise Jeffrey Certified Virtual Assistant

A professional in the Administrative Field for over 17 years, including 10 years in Customer Service & Project Support at a Major Utility Company and 7 years as Executive Assistant in a Property Management/Investment Company.

My Core Values

- ✎ Client Focused
- ✎ Confidentiality
- ✎ Goal Oriented
- ✎ Quality Products
- ✎ Life Long Learning
- ✎ Responsibility
- ✎ Dependability
- ✎ Respect
- ✎ Honesty
- ✎ Integrity

What is a VA?

According to the Canadian Virtual Assistant Connection, "A Virtual Assistant (also known as a VA) is an entrepreneur who is in business to help small businesses with their overflow." They work from their own home-based office, and can help with any task that is usually handled by an in-house employee.

Why Hire a VA?

A VA can help you with administrative tasks while you concentrate on building your business and generating revenue. And...

No Overhead

- ✎ You don't have to pay for Health Benefits, taxes, vacation time, sick time, insurance, office space & training.
- ✎ You only pay for productive time spent on your project - not idle time

Only When You Need It

- ✎ If you don't have enough administrative work to justify hiring an employee, call me *only* when you need extra support.

Why it's About Time!

Premium Products

Exceptional Service

Committed to Your Success

How I Can Help

As an independent contractor, I offer a wide range of Administrative, Business & Commemorative Services.

Administrative Services

- ✎ Word Processing
- ✎ Spreadsheets
- ✎ Database Management
- ✎ PowerPoint Presentations
- ✎ Mass Mailing
- ✎ Desktop Publishing
- ✎ Data Processing / Data Entry
- ✎ Editing / Proofing

Commemorative Services

- ✎ Personalized Poems / Songs
- ✎ Image Editing
- ✎ Photo Collages
- ✎ Mock Magazine Covers



Where Can You Find Me?

www.abouttimevacs.ca

or

403-506-5959

or

Red Deer, Alberta, Canada

Although I'm physically located in Red Deer, Alberta, Canada, technology today allows you to partner with me from anywhere in the world.

When You Need It

Need temporary help on a small job?

Contract my services on a per hour basis.

Need dedicated help each month?

Secure my services on a regular & continuing basis for 10, 20, even 30 hours per month. I'll dedicate those hours to you and your business.

Need help with that special project?

Ask for a quote on a per project basis.

About Time!

Virtual Assistance &
Commemorative Services

PO Box 25058
Deer Park RPO
Red Deer, AB
T4R 2M2
403-506-5959

denise@abouttimevacs.ca

www.abouttimevacs.ca

Need an Extra Hand

So You Can Concentrate on
Building Your Business &
Generating Revenue?

Contact Me by Phone / Email
& Let's Succeed Together

*The Answer to Your
Business Needs*

For You, It's Always

About Time!



About Time!

Virtual Assistance & Commemorative Services

Premium Products

Exceptional Service

Committed to Your Success

The Answer to Your Business Needs