



What is a

Virtual Assistant?

A Virtual Assistant (VA) is a highly trained, independent entrepreneur who provides immediate professional administration support to businesses worldwide via the Internet. VAs work from their own offices, communicating with their clients by telephone, email or fax and can help with tasks that are usually handled by an in-house employee. Their services allow business owners to concentrate on generating revenue, instead of worrying about completing essential everyday tasks.



Company Profile

Let Me Introduce Myself



Hi, my name is Gillian Slater, owner and founder of Bushmills Virtual Assistance. I have 20 years' Personal Assistance experience (the last 5 years working as an Executive Assistant to a College Principal in England, UK).

Bushmills Virtual Assistance

Bushmills Virtual Assistance is an innovative business providing administrative services from a home office in Cochrane, Canada and was created following my desire to assist businesses again after I'd got over the shock of becoming a first-time Mum!

Mission Statement - Bushmills Virtual Assistance: A professional, friendly business offering virtual access to a reliable and efficient PA committed to the provision of complete customer satisfaction.



Benefits to YOU

- ✦ Save time and money by omitting the resume screening, hiring and training processes.
- ✦ No more paying for employee breaks; personal leave; vacation and sick leave; or office equipment and space.
- ✦ Access to a professional Personal Assistant when YOU need it.
- ✦ No hidden costs, just pay for services as you require them.
- ✦ By outsourcing some of your administrative tasks to Bushmills Virtual Assistance you may NOW devote your time to other priority business matters.

Bushmills Virtual Assistance is dedicated to working WITH you to help YOU succeed.

**Call Gillian for more details
☎ (403) 608 2457**



Services

- ✿ PowerPoint Presentations
- ✿ Enhanced Word Processing
- ✿ Transcription
- ✿ Basic Spreadsheet and Graph Creation
- ✿ Recruitment Coordination
- ✿ Document Organization
- ✿ Proofreading/Editing/Formatting
- ✿ Event/Travel Planning
- ✿ Calendar/Meeting Scheduling
- ✿ Reminder Service (work or personal)
- ✿ Email Management
- ✿ Data Entry
- ✿ Mail Merges/Bulk Mailing
- ✿ DVD Burning
- ✿ Scanning

Services vary from client to client. If you do not see your requirement listed, it doesn't mean I can't do it, please just ask.

Get 10% Off Your First Invoice

BUSHMILLS

Virtual Assistance



Available virtually
anywhere, anytime.
What can Bushmills
Virtual Assistance do for
you today?

Contact Details

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BUSHMILLS
Virtual Assistance



**YOUR ONLINE
PERSONAL
ASSISTANT**

Stop ignoring that
administrative or
personal task on your
"To Do" list. Instead, do
what YOU enjoy most
and delegate that job to
your new Virtual
Assistant – Bushmills VA

www.bushmillsva.com

