

ARE YOU READY TO MAKE YOUR LIFE SIMPLER?

Get a Virtual Assistant!

It's Sunday night and you're still staring at the pile of paperwork on your desk. Building your business is an exhausting task. The more business you do, the more tasks you have; and the more time you spend on these tasks, the less time you have to do the things you need to do to promote your business. This is not what you envisioned your life to be when you ventured on your own. Sure you welcome the challenges but sometimes you just need to have an extra pair of hands for a few hours but employing additional manpower is out of the question.

Wouldn't it be great if you had an assistant that's always ready to work for you and but only when you need him/her? And one that you don't have to employ?

Executive Assistance International (**VirtualexecutiveAssistant.com**) can provide you with your own Executive Assistant without the hassles of employee tax and benefits, paid leave and vacations, additional office space or equipment.

"We can provide specialized skills as desktop publishing, graphic design, website development and maintenance, bookkeeping services, market research and business plan writing in addition to basic secretarial services such as word processing, email management, internet research, presentations, contact list and database management -- all VIRTUALLY! Our services are provided over the Internet, via fax, phone or email on a pay-as-you-go as-and-when-you-need-it basis," says Raquel Nilson, its Managing Director. Before launching the business, she worked as the Executive Assistant to the CEO of a computer company in San Diego, CA and an Executive Assistant to the Managing Director of an international telecommunications company.

"We are professionals in our fields with years of formal work experience to back us up. We are equipped with the latest hi-tech aids and complementary peripherals – high-end PC, business software, high-speed internet connection, scanner, printer, CD and DVD burner, cell phone and PDA. We are skilled enough and flexible enough to handle anything from anywhere. While most requested services are for administrative support, we can also handle interesting and complicated projects."

Regardless of the project or workload, Executive Assistance International (**VirtualexecutiveAssistant.com**) can help organize your business and personal life.

For FREE CONSULTATION, please contact Raquel Nilson at **1-888-270-8038** or send an email to info@virtualexecutiveassistant.com.