

Hi, my name is Kathy Rumball and I work as a Virtual Assistant (VA). A VA is a professional service provider who works from home providing administrative support via phone, fax and email. A VA partners with a small number of clients assisting them with their businesses without the burden of becoming an employee.



My services include:

- **Personal Assistant / Executive Assistant**
- **Preparation of letters, reports, spreadsheets, databases and presentations**
- **Proof reading**
- **Bookkeeping / accounts payable / accounts receivable / invoicing /debtor management**
- **Web and market research**
- **Website maintenance and updates**
- **Standards maintenance**
- **Arranging travel, conferences, workshops and business meetings**

Full details of my services on the reverse page.



**Call me today to discuss how I may assist you
604 783 3418**

Figment - Your virtual assistant

Are you or your team snowed under?

Do you need systems and standards set up?

Do you want to work smart?

Figment - Your virtual assistant

13A—1500 Alberni Street
Vancouver BC V6G 3C9
Phone: (+1) 604 783 3418
Email: kathy@figment-yourvirtualassistant.com
Website: www.figment-yourvirtualassistant.com



Then maybe I can assist you...

Figment - Your virtual assistant

Benefits of having your own VA:

- A support system but not an employee saving you money by reducing your annual payroll costs.
- You only pay for the time actually worked.
- Virtual Assistants are not employees and you won't have to pay for annual leave, sick leave or any other benefits.
- You don't need to provide me with a desk, computer, software, telephone, fax, printer or scanner.
- You present a professional image by having an assistant deal with enquiries when you cannot.
- You accomplish a lot more by working with some- one

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Service details in full...

Personal Assistant / Executive Assistant

Do you need someone to help you manage your diary or personal affairs? Do you need emails prioritized / voice mail answered, calendar maintained? Do your clients want a professional personal service when you are unavailable?

I have considerable experience being a “right hand” for senior executives in mining, accounting, legal and recruitment professions.

Preparation of letters, reports, spreadsheets, databases and presentations

Do you have great ideas but no time to get them down on paper? Do you appreciate the impact of quality documents and visuals? Do you have systems in place to contact your clients easily?

My command of the English language and Word, Excel, Powerpoint and Access products will deliver what you were dreaming of. You can even send your dictation to me via the email using a fabulous software product.

Proof reading

Do you have important documents that need to be perfect?

My eye for detail, grammar and spelling will ensure your documents are perfect.

Bookkeeping / accounts payable / accounts receivable / invoicing / debtor management

Do you have troubles keeping on top of your accounts? Do you have problems with cashflow?

I have extensive experience in all facets of accounts management from invoicing to debtors, from reconciliation to trial balance.

Web and market research

Do you need to know the best product, with the best features at the best price?

My well honed web searching skills can bring all the information together in a simple spreadsheet making your choice easy.

Website maintenance and updates

Is your website looking old? Does it require a review, updating with new staff, news items and newsletters?

I have considerable experience in keeping websites looking fresh and current.

Standards maintenance

Do you need to build or update a set of standard documents? Do your documents automatically format as you type? Do you have macros built in to improve efficiency? Do your templates work for you? Do you lack consistency in your organization?

I have considerable experience and expertise in Word and Excel that I can use to your advantage.

Arranging travel, conferences, workshops and business meetings

Do you need help organizing the best flights with the best connections at the best prices?

I have experience and contacts to bring this together anywhere anytime.



Designed & published by:

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