

# Looking for the perfect *enter job being advertised for?*

## A Virtual Assistant and InfoWord Services could be your answer.

### What is a Virtual Assistant?

A Virtual Assistant provides basic office support from their home office and offers all the services of an "in office" secretary, plus a whole lot more.

Another good thing about a Virtual Assistant is that you don't have to pay payroll taxes and insurance or buy additional equipment and space.

**InfoWord Services** offers office and desktop support to business owners, executives, and entrepreneurs. As a virtual assistant, I strive to provide the high quality professional and efficient service my clients need to be competitive in today's markets.

### Services offered:

- Word Processing
- Proofreading
- Database Management
- Notary Services
- Website Management
- Desktop Publishing – newsletters, flyers
- Mailings
- Manual/Internet Research
- Scanning

Free pick-up and delivery in the local area.

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## Professional Office and Desktop Support

### References Available

**Please fax this completed form back to me, at (360) 850-1070.**

Name \_\_\_\_\_ Title: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_ Yes, I am interested in your services, please send me more information.

\_\_\_\_\_ No, I am not interested at this time. Please contact me at a later date.

\_\_\_\_\_ Above is the name of someone I know who may be interested in your services.

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## Professional Bio

**InfoWord Services** is currently owned and operated by me, Debbie Buxton. I have over 15 years of professional office experience. I specialize in word processing, desktop publishing, and Internet research. I am a member of the Silverdale Chamber of Commerce, and currently act as co-chair of the Home-based Business Group. I am Secretary/Treasurer of Women In Networking Generating Success (WINGS) - a business and professional women's networking group.

Prior to opening **InfoWord Services** in October of 1997, I worked for the Department of Navy. I held a variety of positions including secretary, electronics mechanic, engineering technician, and project team lead. I have a range of experience from equipment maintenance and acquisition to financial accounting and project management.

I hold an Associates of Technical Arts in Electronics graduating from Olympic College, Bremerton, Washington with a 3.6 GPA. I am currently enrolled at City University working on a Bachelor of Science in Computer Science with a 3.625 GPA. I have attended a variety of professional courses and seminars, including MS Access (Advanced), MS Excel (Intermediate), Financial Planning, Practical Project Engineering, and Design and Set-up of a Help Desk. I am proficient in a variety of office and graphic software programs including the MS Office Suite, Quicken/Quickbooks, Adobe Pagemaker, and MiniCad. I type at 90-95 wpm.

I am highly motivated, accurate, thorough, and precise in my attention to details. I have excellent analytical and organizational skills. I am very competent in completing multi-faceted tasks within time constraints. I am skilled in interpersonal relationships and often praised for a can-do attitude. Plus I just plain like working with a variety of people and learning new things.