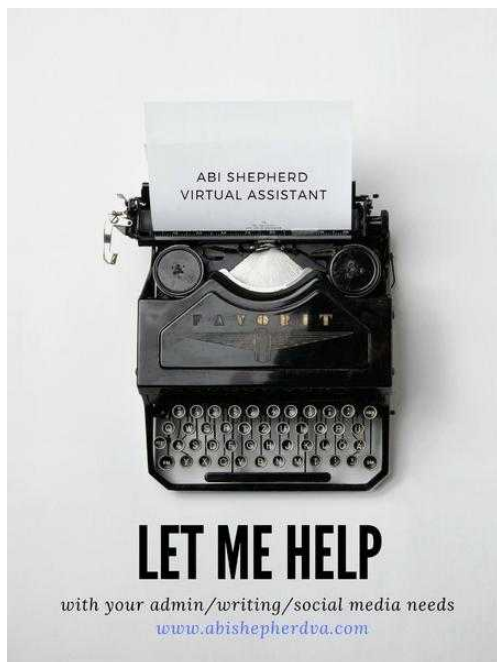


# Virtual Assistant - Admin, Writing amp Social Media Services



Location **South East, Berkshire**  
<https://www.freeadsz.co.uk/x-553289-z>

Do you run your own business or consultancy but feel like you are bogged down with admin or other tasks that take your precious time away from doing the more important tasks that you need to do? If so I can help you!

I have over 20 years experience in administration and am offering my services as a virtual assistant (like a PA or secretary but from home). I can do anything including but not limited to: data entry, making calls, event management calendar, email and travel management, creating presentations and formatting documents, and researching.

As a writer and experienced blogger I can offer any service that involves words and grammar (blog writing, proof-reading, copy-writing, website content creation,vetc). I can help with social media as I have knowledge in this area too.

I aim to enable business owners to focus on what really matters to them and their businesses by taking off their shoulders anything that can be outsourced, thereby saving them time and money.

My hourly rate is currently £15 per hour and I can offer a retainer service, where you reserve however many hours a week you need, or work for you on an adhoc basis, availability allowing.

Please feel free to contact me by phone (07545-808845) or by email at [click to contact](mailto:click to contact) if you are interested or want to know more.

This is my website: [www.abishepherdva.com](http://www.abishepherdva.com) I also have a Facebook Page:

<https://www.facebook.com/abishepherdVA/> And am on Linked In where you can see my entire career history: <https://www.linkedin.com/in/>



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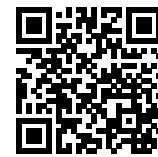
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