



Office Support Online

Your virtual assistant:

Email Address:
Web Address:
Phone Numbers:
Fax Number:
Business Address:
ABN:
Date of Commencement:

Marie Chandler

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4 February 2008

Services Provided:

Transcription

medico-legal reports for psychological assessment and general, with a good ear for accents presentations/slideshows - **PowerPoint**

General Typing/Word Processing

Document formatting - reports, tables of content, manuals, headers/footers, section breaks, text boxes, captions, automatic numbering, forms, inserting graphics, templates conversion to or from using Adobe Acrobat - **PDFs**

Excel spreadsheets - basic databases through to complicated formulae

Basic **Design** - logos, flyers, layouts for brochures, covers for eBooks

Basic **Web Site Design**

Surveys and email campaigns, bulk emailing

Mentoring - assistance, support and advice to new Virtual Assistants

Training - preparation of manuals and cheat sheets; training services

Formal Qualifications/Certifications:

Workplace Assessment & Training - Certificate IV

Certificate - TAFE Graphic Design for Beginners

Software & Hardware Used by OSO:

PC & Mac capability on an **Apple iMac computer** loaded with Parallels software
General work is done using **Office for Mac 2008** which includes Word, Excel and PowerPoint

Adobe CS4 Design Premium - for all design & print needs, offering Illustrator, InDesign, Flash, Photoshop, Dreamweaver, Fireworks and Acrobat 9
Express Scribe transcription software

Other Information:

More than 20 years experience in Office Administration at senior levels. I am motivated, proactive, creative and use my initiative to support my clients. I believe in continuous growth and improvement and enjoy learning new things, especially if they provide added value to my service offerings.

Referral fees gladly paid should I be engaged by a referred client
(fee to be negotiated at time of engagement)

Based in Brisbane - Available to the World!

