

# Assistance for Assistants



Are you buried under piles of paperwork? Are your ears ringing from dictation overload? Would it take you as long to train a temp as it would to do the work yourself?

*I feel your pain. And I can help.*

I've been an administrative assistant for over 25 years and a paralegal for 6 years. I know that sometimes there are just not enough hours in the day to tackle the backlog.

I know you. *I am you.* The powers that be don't always know the kind of pressure that you're under. It's *not* a reflection on you. That's where I come in—I am the assistant's assistant. I can help you be a star!

No one understands what it will take to get the work done better than you do. And you are the most qualified person to decide when you need help.

I provide Virtual Paralegal and Administrative Support from my home office. I am available to help out during busy times, vacations, maternity leave, or any other time you need extra support.

The best part is that I'm not trying to take your job. I already have one. *My job is to help you.*



Before you tear your hair out!



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If you're  
overloaded  
right now,  
**CALL TODAY!**

If you don't need me now, keep me in mind for the next time you need a lifeline. And don't forget to tell your friends next time you're sitting around sipping some after work cocktails and telling office horror stories.