

ABOUT VIRTUAL ASSISTANT VONETTA BOOKER-BROWN

Vonetta Booker-Brown has over eight years of experience as an administrative assistant, writer, editor, Web designer and graphic artist. Her client roster includes CB Commercial, UBS Warburg, Pitney Bowes, Southern Connecticut State University, Weekly Reader Corporation, Essence Communications, Daymon Associates and PH Factor Productions.

Booker-Brown is also an accomplished journalist and writer who has contributed to various publications including *Stamford Advocate*, *Fairfield County Weekly*, *New Haven Register*, *MediaBistro.com*, *HealthQuest*, *Essence*, *Vibe*, *Honey* and *XXL*.

Booker-Brown creates press releases, bios and media kits for artists and small businesses, and she is also the creator, designer & editor of *Triscene.com*, an online magazine that covers the New York and Connecticut area. Samples of her website design include *RightHandConcepts.com*, and also *GrooveParlorTV.com*, the online home of Chicago-based production company PH Factor Productions. She resides in Connecticut with her husband. Please visit her on the Web at righthandconcepts.com for more information.

Right Hand Concepts

Phone: 203.382.0403

Fax: 877.335.1259

www.righthandconcepts.com



Virtual Assistance...At Your Service!

Vonetta Booker-Brown, Virtual Assistant

Find out how hiring a virtual assistant can save you time & money...and help your business prosper!

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WHAT IS A VIRTUAL ASSISTANT?

Virtual assistants (also known as VAs) are independent contractors who work from their own offices and, using their own equipment, provide specialized support for various projects and assignments via email, phone or fax. Projects can range from administrative tasks to desktop and web design.

WHY HIRE A VA?

Savvy business owners are always looking for new ways to keep costs down and productivity levels high. Perhaps you run a small business with no regular staff. Maybe you have occasional projects that are needed on a monthly or quarterly basis. Perhaps you have projects that your regular staffers don't have time for. Or maybe you'd like to hire another employee, but bringing on an in-office staff member isn't practical.

This is where a virtual assistant can step in and help your business run smoothly!

Hiring a VA is a win-win situation on the financial side, as well. You get the benefits of a professional, skilled, personal assistant *without* the expenses of a regular employee or the excessive agency fees that come with hiring a temp. Other benefits to consider include:

- Short-term, seasonal/peak-term help (without having to shell out for benefits and payroll taxes)
- We work and get paid *only* when you need us
- No recruiting, hiring or training

- No additional office space & furniture
- Special, one-time projects

Remember—*my* business and reputation depend upon helping *your* business do well! I pride myself on providing professional results in a timely manner with reasonable prices, while maintaining the highest standards of business & personal ethics.

SERVICES

From word processing to Web design, Right Hand Concepts offers a wide range of assistance with your business needs! Here's a sample of what I can do for you:

Database Management:

- E-mail services
- Contact lists
- Media kits
- Mailing lists
- Mailing labels

Word Processing:

- PowerPoint presentations (via computer, overhead or Internet)
- Excel spreadsheets
- Letters & faxes
- Typing/transcription
- Proofreading & editing

Media/Publishing:

- Press releases
- Bios
- Website content
- Proofreading
- Interview Transcription
- Copyediting
- Internet research

Desktop Publishing:

- Event programs
- Brochures
- Flyers
- Business cards
- Newsletters

Miscellaneous:

- Faxing
- Scanning & digital imaging
- Mail interception
- PDF file conversion

If there's something you need that's not listed above, don't worry! I'll do my best to customize each project individually. The possibilities are endless--let's talk!

Call 203.382.0403

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