

# REMOTE CTRL

ANGELA GLYNN - VIRTUAL ASSISTANT

MOBILE: 0468 762 110 EMAIL: INFO@REMOTECTRL.COM.AU

Remote CTRL

## **FREE UP YOUR TIME** *TO WORK ON YOUR BUSINESS INSTEAD OF IN IT*

### **HOW IT WORKS....**

**Remote CTRL offers you a complimentary obligation free consultation to understand your needs**

**You debrief me on your requirements**

**We use technology to communicate and file share**

**We work together to find the best way to make it work for you**

### **WHAT I CAN DO FOR YOU...**

- Grasp an understanding of your business quickly
- Liaise, forge and grow relationships with your customer base
- Manage complex calendars, arrange meetings, appointments and travel
- Co-ordinate and design conferences and events
- Transcribe, type, compose and edit letters, reports and presentations
- Develop, implement and administer process
- Manage and action correspondence
- Provide detailed research and analysis and summarise findings

### **RATES...**

**Complimentary obligation free consultation** - by phone or Skype

#### **Packages**

Over 20 Hours - \$55 per hour

10 - 20 Hours - \$60 per hour

#### **Audio Transcription**

\$2.50 per audio minute

**Hourly rate** - \$65 per hour

### **ABOUT ME...**

- 20 years Executive Assistant experience in both small to medium enterprise and corporations
- Extensive experience in a virtual working environment
- Focused on giving time back to busy people
- Intuitive and quick to grasp concepts
- Professional, trustworthy, honest and reliable
- Excellent communication, interpersonal and organisational skills

*"I have found Angela's intuition, organisation and experience to be of the highest calibre that I have come across in my professional career".*

**Scott Farquhar** Global CIO

