

About Jan

Hi, I'm Jan St. Germain. I 'took the plunge' and started my VA Practice in 1996 and I haven't looked back. I was so tired of the corporate rat race, and I wanted the freedom to be more creative and expand upon the skills and experience I gained during my more than 25 years career in the corporate world.

I relocated to Albuquerque, New Mexico in 1994 after living in Upstate New York for most of my life. I've held several positions throughout my corporate tenure, including configuration analyst for a start up aviation company, and I've worked for several government contractors in an executive assistant capacity. I've also been an office manager, a worker's compensation claims adjuster coordinator, Web site administrator, and software training projects coordinator.

My attention to detail and accuracy, organizational and project management skills, integrity, professionalism, and software and technical knowledge are exemplary.

I have successfully integrated the experience and skills I've acquired over the years into my own business, and will consistently, without fail, support you and your operation with technical expertise, confidentiality, and reliability.

I'll take care of the details,
so you can get back to business!



Jan is a Certified Master Virtual Assistant

VACertification.com

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Jan St. Germain

*Master Virtual Assistant
Free Agent*



JanStGermain.com

*A unique holistic approach to administrative
support for self employed and
small business owners*

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What is a Virtual Assistant?

Like the majority of their clients, virtual assistants (VAs) are small business owners who are highly skilled in their profession and able to have a powerful impact on the productivity of those they work with.

VAs work as independent contractors or 'Free Agents', providing administrative and other more specialized technical and software support to their clients using leading edge technology to skillfully complete and deliver work assignments via the Internet, e-mail, fax, express mail, or any other viable, mutually agreed upon means of information exchange.

VAs can support anyone—VIRTUALLY! It doesn't matter whether you are 5 minutes away or 5,000 miles away. What a concept!

VAs save you time and money because you spend less time doing administrative work and more time on what you do best—growing your business, generating more revenue, spending time with your family, or just plain recreating.

Life Coaches, Holistic Health Practitioners, small and home based entrepreneurs of all shapes and sizes are now—as we speak—singing praises to their VAs (and themselves) for finally 'taking the plunge'.

How much is your time worth? I'll just bet it's a few bucks more than what a highly skilled, experienced, VA charges. So come on—what are you waiting for?

How can I help you?

- Basic Bookkeeping (QuickBooks)
- Web Design, Maintenance, and Production
- Desktop Publishing
- Graphics
- Spreadsheets and Database Support
- Newsletters
- Research, Proofreading, and Copy Editing
- Marketing and Proposal Support
- Project Support
- PDF Conversion and eBooks
- Scheduling and Calendaring
- Basic to Advanced Word Processing

And MORE!

Confidentiality * Reliability * Expertise

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For more information on VAs and how awesome Virtual Assistants are, visit JanStGermain.com on the Web at www.JanStGermain.com

- ◆ What's in it for you?
- ◆ Who's behind you all the way?
- ◆ Who's there to free up your time?
- ◆ Who's there to make you look good?

Jan St. Germain—of course!

JanStGermain.com



Virtual Assistance With An Altitude!