

Your Professional Organizer!!!



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Save hundreds per month on your Business!

Did you know that an independent Virtual Assistant can save you hundreds of dollars

per month on Payroll Taxes, Workers Compensation and productive time lost?

Hiring even a part-time Administrative Assistant and placing them on your payroll is not

always the most cost saving way of getting your administrative work done. I would like the

opportunity to show you how I can save you time and money doing your business administrative duties.

Whether you need someone to answer your phones or handle your bookkeeping for your business we will be an asset for your company .

Call me today for more information

You can reach me at 860-912-7882 or 860-440-2551 and I would be happy to schedule a time to meet with you.

Yours sincerely,

Dioyca Caraballo