

Over my 35 years in the business world I have been assigned or hired administrators, secretaries and assistant managers. Generally their role was to handle office paper work, administer routine and difficult assignments, and most importantly multi-task the myriad projects in running a business. I now use the virtual assistance of Katie Bauer. My business now runs smoothly, more efficient and more to my satisfaction than ever before. Katie is responsible for scheduling, internet correspondents, events planning and the very necessary follow up required in my consulting business. What pleases me most; Katie is responsive and dedicated.

-Joseph D'Andrea

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