

NEWS RELEASE

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Merthyr Business Woman Masters The Art Of Assistance

A Merthyr business woman has become the first person in Wales to achieve the coveted standard of Master Virtual Assistant. Wendy Locke received the award following a comprehensive assessment of her experience, skills and knowledge by the American-based VACertification.com.

Announcing the award, Shirley Gandee of the International Association of Virtual Office Assistants said, “Wendy’s material was scrupulously assessed and I was very impressed with her portfolio. This designation places Wendy at the very top of the Virtual Assistant Industry – there are only 3 other MVAs in the UK and just over 100 worldwide. As a Master Virtual Assistant, other VAs will know they can trust Wendy’s advice, whilst clients will see that she possesses the highest level of skills and experience.”

Wendy started her business, Virtual Assistance, in November 2005. “I had been a PA for over 20 years and had a very wide range of skills from organising corporate events, diary management and project support to knowing what the boss wanted before he thought of it!” explains Wendy. “I am also aware that as the economic landscape is changing, business owners are looking for ways to run and grow their businesses using support services that are flexible and cost effective. As a Virtual Assistant I can provide services remotely using email, the Internet and telephone, and busy executives can access the support they want just when they need it.”

“I also want to be recognised as a reputable Virtual Assistant – someone with the skills, experience and systems to do the job effectively, committed to the highest standards of professionalism and quality. I take pride in the testimonials from my current clients on my website and believe that this award from a worldwide certification programme endorses my abilities.”

A Virtual Assistant can bring huge benefits to any business, providing an extra pair of hands for a one-off project or ongoing support to help the business grow. If you want to find out how a VA

can add value to your business, get Wendy's free report "How To Get The Most Out Of Your VA" from www.virtualassistance.org.uk

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Photo: *Caption*

For further information contact:

Wendy Locke on 0785 9077 494 or wsl@VirtualAssistance.org.uk

Wendy Locke is founder and managing director of Virtual Assistance. Virtual Assistance provides flexible and cost-effective administration and support services to business owners and busy executives so that they can focus on running and growing their business. Further details about the services offered are available at www.VirtualAssistance.org.uk

As one of only 4 Master Virtual Assistants in the UK, Wendy maintains the highest standards of business, and also mentors and coaches other VAs. She is available for interview and can be contacted on 0785 9077 494.