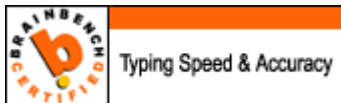
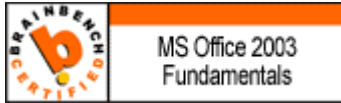


**BRAINBENCH & EXPERTRATING
CERTIFICATIONS**



E-MAIL YOUR QUESTIONS TO:

michele@reliablecyber.com

Call and set up your appointment today!



Member Since 2001
Volunteer Web Team
Member

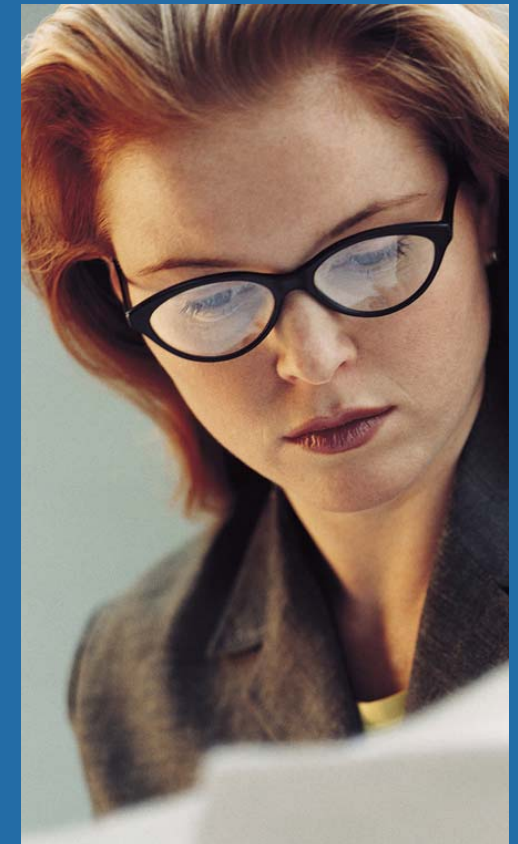


Administrative Support

Phone: (206) 683-0624
michele@reliablecyber.com
<http://www.reliablecyber.com>

ReliableCyber

Administrative Support



.....Our Task List

- Office Management
 - Event Scheduling
 - Calendaring
 - Email/Phone Answering
 - Digital Transcription
 - Mail Merge/Bulk Mailing
 - Spreadsheets
 - Simple Database Design
 - Database Maintenance
 - Editing/Proofreading
 - Presentation
 - Preparation
 - Word Processing
 - Correspondence
 - Resume Writing
- Manual Creation/Formatting
 - Bill Payment
 - Invoicing
 - Remote Desktop Assistance
 - Desktop Publishing
 - Information Processing
 - Internet Research
- ...and much more*
- No need to pay benefits, vacation time, training, office space, or equipment when using an independent contractor.



You Can Count on ReliableCyber to Deliver Quality Work

- **Skilled user of Technology**
Eighteen years experience with Microsoft Office products in a PC-based environment.
- **Use Microsoft SharePoint V3.0 Technology**
Each client has his own secure sub site for data collaboration.
- **Digital Transcription Available**
Clients can call in to a toll free number and dictate letters, notes, memos and receive them through the SharePoint site or by Email.

... Our Virtual Office Saves You Time and Money

BACKGROUND

The owner, **Michele Wong**, is a graduate from the College of Engineering from the **University of Washington with a BS in Chemical Engineering**. She earned several **Brain-bench** and **Expert Rating Certifications** and is also a certified **MVA**.

**Master Virtual Assistant
MVA Since 2004**

www.VACertification.com

PERSONAL

Detail-oriented "multi-tasker". Able to balance competing priorities and tight deadlines. Known for quality, timely, completion of tasks and projects.

Effective communicator. Polished telephone, interpersonal and writing skills.

Impeccable integrity. Honest, reliable, dependable, and punctual. My word is my bond.

Self-Starter, proactive. Resourceful and willing to go beyond the scope of the project.

TESTIMONIALS

Nina, a Follow-Through Coach said:

"Michele! You are just the person to be working on this project because you are so thorough, have great attention to detail, and follow-up so quickly!!"

Margaret said:

"Michele has consistently given outstanding service. She is dedicated and detail oriented. Thorough is a great adjective for Ms. Wong"

References Provided upon Request

Steve, a Regional Sales Manager managing 16 sales reps said:

"Transition to Reliable Cyber managed by Michele Wong has been seamless"

Ramona said:

"Michele Wong, thank you! The step-by-step installation instructions (with screenshots, no less) were right on the money."

Rates:

Clerical Work— \$30/hr
Non Clerical —\$35/hr
Private Instruction—\$40/hr