

WHAT IS VIRTUAL SUPPORT?

The latest development among innovative businesses is Virtual Services. Through the use of Virtual Professionals (commonly referred to as Virtual Assistants), companies both large and small can increase productivity through outsourcing tasks without the risks and overhead involved in hiring an employee. With the use of technology, Virtual Services have become a viable, smart, and cost-effective solution for businesses that are in need of support but must also be watchful of their overhead costs. For a fee that is less than the cost of full-time employees, businesses can take advantage of professional Virtual Services with a wide range of skills and expertise simply by sending an email or picking up the phone.

ProAdvantage offers a wide range of services from basic administrative tasks to advanced technical assistance such as web site development and database management. Whatever the need may be, ProAdvantage has what today's busy professionals need to accomplish their goals. Using ProAdvantage Virtual Professionals can lend "size" to a small business without breaking the budget and offer relief to large companies by assisting with deadline adherence and preventing staff overload.

**Creativity
Integrity
Excellence**

The Benefits of Virtual Support

- No additional office space needed
- No need to purchase additional computers and other equipment
- No need to deal with employee management
- No need to pay associated payroll taxes, insurance, and possibly benefits
- No need to adhere to Federal and State mandates, like OSHA, the Federal Fair Labor Standards Act, and the Employee Retirement Income Security Act

**Virtual Solutions
for Innovative Business**

PROADVANTAGE
Leave the details to us!

www.proadvantagesupport.com

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ProAdvantage was founded by Serefina Mesa, a successful management professional with over a decade of experience in the field with a reputation for unparalleled administrative, project management, and event planning skills.

ProAdvantage is a small, female, minority-owned Virtual Business Support Firm aimed at providing small businesses, non-profit organizations, and government agencies support services through the use of Virtual Professionals.

Our team is comprised of professionals with demonstrated knowledge and expertise in various areas of business services (i.e. administrative support, research, conference/event planning, web design, and graphic art) and offer these services virtually through the use of email, instant messaging (IM), phone, fax, etc.



Our vision is to deliver a comprehensive range of virtual services while maintaining the highest quality of customer service. Enabling us to not only meet but exceed the needs of our clients. To achieve this goal we approach each project with three key elements: **Imagination, Innovation,** and **Accountability.**

ProAdvantage current services include (but are not limited to):

- General Administrative Assistance
- Database Development / Management
- Research
- Meeting and Event Planning
- Website Development
- Graphic Art and Design

Through the use of Virtual Professionals, companies both large and small can increase productivity through outsourcing tasks without the risks and overhead involved in hiring a full-time or even part-time employee.

For a detailed quote on our services and more information on how ProAdvantage can help you increase your business's productivity contact us now!

Toll free:

1-866-404-8756

Email:

info@proadvantagesupport.com

Online:

www.proadvantagesupport.com/Moreinfo.html

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