

Diane Broad039s Home Office



Location **West Midlands, Warwickshire**
<https://www.freeadsz.co.uk/x-586152-z>

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I am a Virtual Assistant who is seeking work to support other small businesses. I have over 20 years' of office based experience and I am familiar with Word, Excel and Proofreading. I have worked for some prestigious companies including Coventry University, in their School of Mathematical and Information Sciences.

As your Virtual Assistant I can offer you the following services:

Letter writing Email Responding Administration Customer Support Calendar Management Telephone message servicing Taped transcription

My niche:

Supporting Psychologists/Counsellors & Authors

I have a degree gained from Coventry University in Social Science which has given me an insight into various social related issues relevant in modern society. (Poverty, Unemployment, Crime and Deviance, Inequality, and Disability)

Having worked in predominantly in education settings, dealing with students with a variety of disabilities including visual impairments, hearing impairments and emotional and behavioural difficulties.

I have supported a psychotherapist providing her with taped transcription.

Additionally I have supported two aspiring authors, typing and editing their novels.



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