

# Stephen Williams



is a **Virtual Assistant extraordinaire!**

What does that mean? Whether you have a small or large project, no matter what the task, as long as it can be completed with no more than a computer, the internet and a phone; Stephen is your go-to-guy!



## Most Popular Services Include:

Internet Radio Producing  
Audio Editing  
Video Editing  
Graphic Manipulation  
Marketing Materials  
(flyers, business cards, one sheet, banner and magazine ads)  
CD/DVD Duplication & Packaging Design  
Website Creation & Management  
Spreadsheet Master (I LOVE them!!)  
Social Media Management

## Other Services:

Research, Proofing, Editing, Copy Writing, RSS Feeds, Blog Management, Transcription, Database Creation & Management, Email Newsletters, Contact Management, Data Analysis & MUCH MORE!!!

## Benefits of Using A Virtual Assistant:

- \* Always Flexible To Your Needs
- \* Available Immediately & After Business Hours
- \* No Hiring Or Searching For The "Right Person"
- \* Short Term or Long Term Depending On Needs

## See What Others Are Saying:

"Stephen has been a godsend! He runs my show smoothly, interacts with my callers in an informed and friendly manner, and handles all my last minute needs effortlessly. I always look forward to working with him."

### Dee Wallace

Actress (E.T., Cujo, The Howling)  
Author, Healer, Radio Host

"Stephen...is a man of integrity and...he always delivers what is promised, quickly, efficiently, on time and in excellence..."

### Joe Rumbolo

Transformational Life Empowerment Facilitator, Radio Host & Co-founder & V.P TV/Radio Programming for N-Light-N TV

**Work should be fun. You should enjoy what you do. We do!!**

## Purpose For Existing:

To provide our families with an outstanding quality of life by keeping one parent in the home at all times and providing income to help the family grow as a whole all while providing outstanding customer satisfaction.

# MDA

**My Detailed Assistant**  
***Focused On The Details***

**[www.MyDetailedAssistant.com](http://www.MyDetailedAssistant.com)**