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# DIANA COLE

*Your Virtual Assistant*

## Your Virtual Assistant.

- Reliable
- Trustworthy
- Gives 120%
- MultiTasking
- Deadlines Met



## DIANA COLE

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My name is Diana Cole. I have been a virtual assistant for the last two years, but have decided recently to pursue it as a full time career. I am a stay at home mom to three young children, ages 4, 6, and 8. So that means to you I am available 24/ 7 except for the occasional sporting events, Doctor's appointments, etc. I would let you know my schedule in advance. I have a Bachelor's Degree from West Virginia University in Family Resources. I

grew up in Northern New Jersey, so I can be the fast talking person you need. Since 2004, I have been living in the south. I lived outside Charleston SC for five and half years and recently moved to the Atlanta suburbs. So I can also be the slow Southern Lady that you might also need.

I have excellent computer skills, honest, reliable, hard worker, determined, independent, and extremely organized. I love to research for fun. I have interviewed job candidates, and have done telemarketing. In addition, I have outside sales experience. I have been told by many clients I have a soothing, convincing phone voice.

I would like an opportunity to work with you.



**What is a Virtual Assistant?** A virtual assistant (abbreviated to VA), is a professional administrative, technical, or creative (social) assistance to clients from a home office.

**Why do I need a Virtual Assistant?** Simply to lower overhead. You are not responsible for employee taxes, insurance, or pension. In addition, no office space, equipment or supplies, need to be provided.

**Why should I hire you as a Virtual Assistant?** I am extremely hard working, organized, excellent time management and I complete all jobs at 110%.



**Where are you located?** I am located in the suburbs of Atlanta, Georgia.

**How do I know if the you are working if I cannot see you?** Remember I am a business owner and as such will treat your projects as if they were my very own projects. I have a huge stake in how I perform my work. I take pride in the services that I provide and guarantee all work will be handled in a timely and professional manner.

**What are your hours?** That is one of the beauty of being a virtual assistant. I do not work only 9 to 5 but, evenings and weekends as well. I am available by cell phone and email all the time. I let you know my schedule in advance so we can plan accordingly.

## SKILLS:

- MS Office 2010
- Social Media

## EQUIPMENT / SOFTWARE:

- AIM Instant Messenger
- Apptivo
- Billing Boss
- Conference Calls
- Drop Box
- E-Faxing
- Event Brite
- Fresh Books
- I Phone
- Mail Chimp
- Paypal
- Scanner
- Screen Sharing
- Send this File
- Skype
- Sosius
- Survey Gizmo
- Team Box
- Windows Vista
- Yahoo Messenger
- Zoho

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