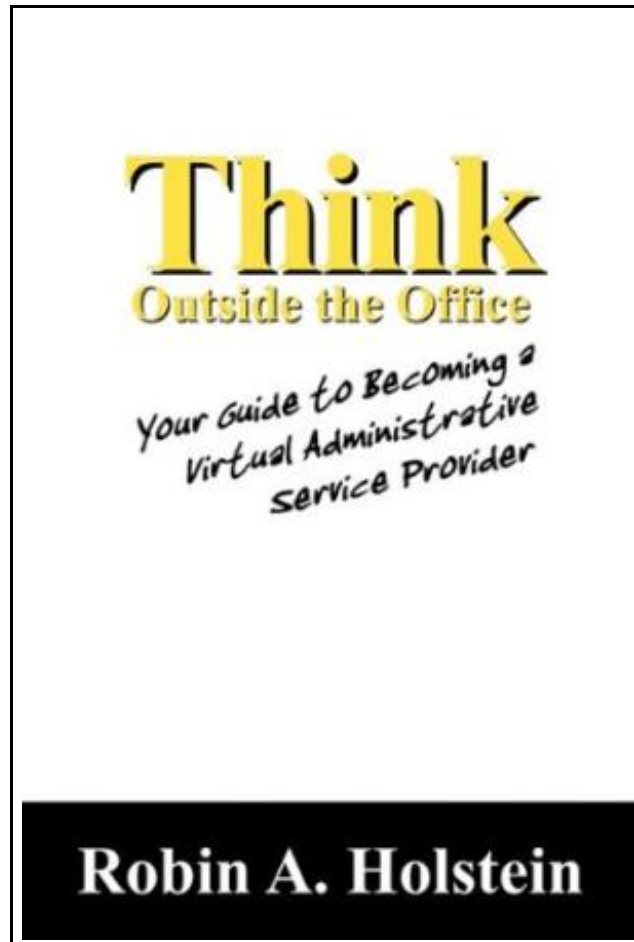


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Reviews


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THINK OUTSIDE THE OFFICE: YOUR GUIDE TO BECOMING A VIRTUAL ADMINISTRATIVE SERVICE PROVIDER (PAPERBACK)



Outskirts Press, United States, 2010. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.You were laid off, fear being laid off, need additional income, or are simply tired of the office politics. You want to work for yourself but you are not sure where to start. Get ready to Think Outside the Office. You do not need a real office to run a profitable business. You can be a successful business owner using skills you already possess, working from your home. You simply need to know where to begin. Think Outside the Office, written by Robin A. Holstein, BS, CPS/CAP, is a basic guide to starting your own business as a virtual administrative service provider or virtual assistant. She will help you understand what virtual assistants are and are not. You will learn: -Basic difference between an independent contractor and an employee. -Knowledge/skills/abilities you may need to be successful. -What average rates you may expect to charge. -Identifying your niche. -Computer programs you may need (including free programs). -Marketing options available to you. -And MORE! Robin Holstein began working full-time in 1987. Twenty years later, she incorporated Robin s Desktop and began taking control of her career. Now, Robin s clients include a business incubator; a consultant specializing in chemical, petrochemical, catalyst and materials; economic development corporations; an HVAC/Technical company; politicians; and others. She has shared her experience with professional women across the country with personal and Web based presentations. Think Outside the Office was written to help others understand the basics of being a virtual administrative service provider or virtual assistant.

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