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Advanced Business Services, LLC



Raising Administrative Standards and Leading You to Higher Levels of Productivity.SM

Company Overview

*A
Dedicated
Mission*

The mission of Advanced Business Services, LLC is to bring higher levels of far-reaching productivity and achievement to our clients through advanced administrative capabilities.

Effective delegation leads to improved time management, increased productivity and overall success.

A Qualified Presence

In general, an Executive Assistant has intuitive knowledge of business functioning and processes that comes only with experience. Executive Assistants have the ability to anticipate the needs of the person, or persons, being supported, acting more proactively to efficiently fill those needs and meet the expectations of the supported professional. Advanced Business Services, LLC was started to provide every professional and business with this essential type of intuitive executive assistance and business support.

Well seasoned in the field of administrative and business services, Jenelle Kirton, the owner of Advanced Business Services, LLC, brings over 16 years of administrative and business management expertise from various business sectors. Her experience encompasses the professional support of multilevel professionals, both onsite as well as from remote locations. Organizational coaching and consulting is another area in which Jenelle has successfully assisted professionals in the seamless implementation of standardized business practices on an individual level as well as office-wide.

Jenelle's continued, active involvement in the fields of administration and business management comes through direct work in various industries, literary updates in many fields of business, as well as through participation as an active member of the Association of Executive and Administrative Professionals, the International Virtual Assistants Association and the American Management Association.

Reliably so, all of our assistants are exceptionally knowledgeable, and expected to perform at the height of their profession at all times. To ensure we maintain our level of expertise and professionalism in a vast number of industries, and business practices overall, we adhere to a standard and mandatory guideline requiring all of our assistants to regularly attend seminars and other training activities. Staying up to date in varying industry news through periodicals and other relevant reading is another method by which we are most able to serve our clients at maximum capacity.

In viewing ourselves as your collaborative partner, we develop and express a vested interest in your all-encompassing success, seamlessly guiding you toward the achievement of your highest goals. Following a call to Advanced Business Services, LLC, both professionals and businesses have noted positive changes in production, business functioning and time management. These changes come as a result of the fact that we do not just provide you with a band-aid, or quick-fix to your administrative, or otherwise business challenges. We provide you with lasting solutions that will aid you in not only your current undertakings, but also all future endeavors.

With experience encompassing all levels of administrative and business management expertise, we have the knowledgebase necessary to guide you to more structured and productive workdays. From basic data entry to full office management, and any service in between, we are more than qualified to provide the reliable business resources you require, at any level you need them performed.

You will receive personalized assistance tailored to meet your individual needs.

*Large Business Services...
Small Business Quality and Commitment.*

Although many outsourced administrative companies may be run by individuals who are looking for supplemental income, or to keep busy

during the days, Jenelle Kirton formed this company out of her desire and commitment to provide professionals with the most up-to-date and efficient, executive level business services. Through this company, she is systematically raising the bar for administrative business services as a whole.

At Advanced Business Services, LLC we specialize in the administrative and business support services that are critical to your company's growth and sustainability. We understand that productive professionals make successful businesses. It is for this reason you will receive individual attention from an experienced assistant starting with your first phone call. An in-depth service consultation and assignment transfer will be conducted to ensure all aspects and details of your project or assignment are outlined, and your individual preferences have been realized.

To provide you with the highest level of service possible, you will be assigned a dedicated Executive Assistant who will work diligently to fill all of your needs. Your day-to-day demands immediately become the priorities of your assistant.

We know that in the hectic business environment, there is no time for excuses, missed deadlines, or unreliable resources - only results. While working with us, you will never have to wonder about the progress of the projects you have entrusted to us, nor will you ever be met with excuses related to the completion of your projects. We understand effective and continued communication is what makes a support-based relationship most successful. It is for this reason, constant contact and updates are standard procedures for our assistants to follow throughout the support of each of our clients.

Advanced Business Services, LLC makes outsourced business assistance the most cost effective, and efficient means of strategically managing any level of workflow. We accomplish this through delivering what we promise, and fervently abiding by the service and quality standards our clients have come to expect from our company.

We are able to efficiently work directly with your current administrative professional - allowing him, or her, the ability to more effectively assist you.

Our Promises and Standards

We will consistently serve our clients with uncompromising standards and unparalleled dedication to their success.

We will continually provide clients with superior customer service.

We will provide our clients with intuitive and unwavering support as they pursue all of their goals and related endeavors.

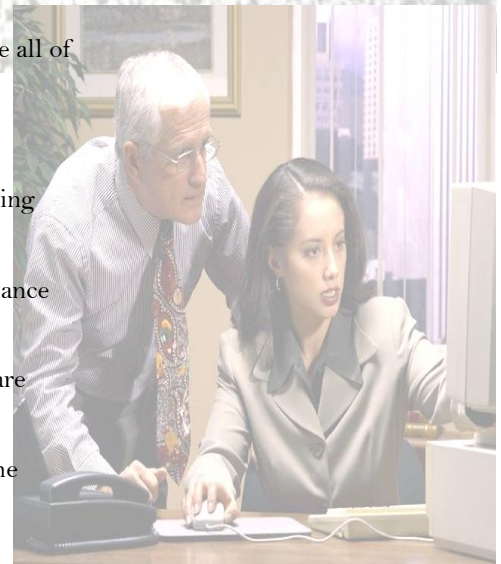
We will work with our clients as close collaborative partners, and confidants.

We will continuously provide our clients with personalized assistance, and unfailing attention to detail as we work tirelessly to meet every deadline provided to us.

We will successfully develop, implement and maintain a sustainable work-life balance for each of our clients.

We will maintain a superior level of professionalism and tact whenever services are being performed on our clients' behalf.

We will hold ourselves, and all whom we work with on behalf of our clients, to the highest professional standards.



Summary Of Advantages

<>Advanced Business Services, LLC is owned and operated by a seasoned professional who is, and has been, actively involved in the fields of administration and business management through direct work, and literary updates in many fields of business. The owner is also an active member of the Association of Executive and Administrative Professionals, the American Management Association, and the International Virtual Assistants Association.

<>Our clients have the distinct benefit of working with time management experts. Effectively managing the time of the professionals we support is an added service we offer our clients to ensure they are maximizing the time that is being saved by delegating their workload to us. Constant follow-ups and check-ins reaffirm our commitment to our clients' streamlined workflow, and balanced and manageable workloads.

<>The Executive Assistants found within Advanced Business Services, LLC have skills, and expertise that span every aspect of business functioning and operations in many fields.

<>Our company is U.S. based, and all of our assistants are centrally located, enabling them to work closely together to ensure the most efficient means are being utilized to fill clients' needs. By working so closely together we are able to share each other's knowledge and backgrounds, thereby providing our clients with a full working group of administrative professionals for the price of one.

Get back to your primary responsibilities with our specialized, professional services.

<>Outsourcing to Advanced Business Services, LLC means you don't have to find the resources in your budget to create and maintain an added workspace; and the elimination of additional human resources worries such as benefits, payroll, time off, or any type of employee relations issues.

<>Communication is a key factor in any support-based relationship. Our clients note a distinct increase in the frequency and level of communication provided by our staff of professionals. Our clients are continuously kept fully informed of the status of all delegated projects and assignments.

<>Working with Advanced Business Services, LLC means working with an assistant who is interested in filling your specific needs. We realize each professional and business is different, this means we do not provide each client with the same set of services. We excel in providing each client with the specialized service set that is best suited to fill your individual needs.

<>We do not operate as traditional employees in that we work according to your schedule. Traditional full time employees typically work a schedule to include a standard 40 hours each week, and may be unable to provide additional time. If additional time is worked, however, chances are you will have to pay an overtime rate. At Advanced Business Services, LLC we work when you do, even if to seamlessly and efficiently provide you with reliable, supplemental support to pick up where your current assistance leaves off.

<>We utilize minute-billing when charging clients for our services. Essentially, this means our clients who choose to utilize our services by the hour are assured they are only paying for time that is used to perform tasks specifically associated with their particular requests. For our clients who choose to take advantage of our retainer packages, they are guaranteed to have every minute of the time they have paid for used to fill their individual needs.

Your Most Asked Questions, Answered

Are you a staffing agency of any type?

We are not a staffing agency. We are distance, or virtual, assistants who are here to assist you in any capacity, whenever you need support. All of our assistants are direct employees of the company to ensure you consistently receive the quality of services you will come to expect. Advanced Business Services, LLC guarantees every professional an experienced assistant whose focus is tailored to suit your individual needs.

What is the benefit of working with an assistant who is remotely located, in comparison to working with one in-house?

There are actually quite a few benefits gained from choosing to outsource your administrative and business service needs. Below are two of the primary benefits in brief.

Outsourcing provides more flexibility in terms of working hours. Working with Advanced Business Services, LLC means having an assistant any time you need one. With in-house assistance, you typically have to work within a set number of hours during the day. However, when working with us, we spring into action whenever, and however often, you need us to. If you have a project that is keeping you in the office into the night, you can send us the information and we will complete it so you can go home. If you are traveling into a different time zone, we will adjust to assist you during your new, or temporary, working hours.

A second benefit is the decrease in personnel related costs. Our dedicated assistants come at a fraction of the cost of in-house employees in terms of payroll and health benefits. In addition, you cut out the costs associated with the creation and upkeep of an additional workspace. This benefit also allows many professionals who already have assistants the ability to add on to that support system during times when an extra hand is necessary. Professionals who do not have the current need, or resources for a full-time, or part-time, assistant are afforded the same advantages of productivity and efficiency through the professional assistance of an executive assistant.

What are the forms of communication used between Advanced Business Services, LLC and their clients?

Advanced Business Services, LLC maintains a guaranteed constant stream of communication that best suits you. We are able to utilize any form of communication you request to ensure we are always available to meet your needs.

How will I know the progress of my project or assignment given to Advanced Business Services, LLC?

You will be contacted by phone and email each day regarding various project matters and other relevant assistance items. In addition, your executive assistant will provide you with weekly status reports to keep you abreast of all projects and assignments you have delegated. Reports are typically sent on Mondays and Thursdays of each week, however, the frequency of delivery can be adjusted based upon your preference.

Are you trusted with confidential and proprietary information?

Absolutely. We take your trust very seriously and will never divulge any information to others, nor will we discuss information with individuals within your company with whom we have not been authorized to do so. A full privacy policy is provided to all new clients to ensure you are fully aware of our standards, and our commitment to the complete protection of your information.

Also, because we assist clients in the medical and financial fields, we are required to maintain HIPAA practices and offer a high level of confidentiality and security for the safety of our clients, and theirs. We make it a priority to maintain the most strict HIPAA practices; and we utilize secure, electronic shredding software (in addition to paper shredders) to ensure confidential materials may never be recovered once they have been discarded.

A Brief Listing of Some of Our Customizable Services:

Reminders | Spreadsheets | Presentations | Word Processing | Topical Research | Phone-In Dictation | Desktop Publishing | Correspondence/Gifts | Scheduling & Planning | Proofreading & Editing | Event Planning Assistance | Human Resources Operations | Contact & Email Management | Return & Follow Up Phone Calls | Finance & Bookkeeping Functions | Time Management Coaching & Consulting | Vendor Location & Management



Phone: (301) 580-4972 | (866) 525-5672
Fax: (866) 811-8548
Email: Info@ExecutiveAssistantPro.com
Web: www.ExecutiveAssistantPro.com

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2009-2010