



hello, Reliable VA Services

Virtual Assistant



Your Partner in Productivity

About Me

Hi, I'm Deb – a versatile Virtual Assistant with 25+ years of experience in administration, operations, and client support across diverse industries. I help business owners reclaim their time by managing the admin tasks that weigh them down. With a practical, solution-driven approach and a friendly touch, I make running your business smoother so you can focus on growth.

Why Work with Me

Think of me as your secret weapon for productivity.

With Reliable VA Services, you'll gain:

- ✓ A dedicated partner who's seen it all in admin & operations
- ✓ A trustworthy, detail-driven professional with 25+ years' experience
- ✓ Peace of mind knowing your business admin is running smoothly

Contact Details

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Certifications & Checks

- Public Indemnity & Cyber Insurance
- Police Check – NSWPF-2024-405781
- WWCC: WWC30I8272E

Core Skills & Expertise

- Administrative Support – inbox & calendar management, document creation, filing, data entry
- Project Management – task prioritisation, deadline management, process improvement
- Customer Service – client communication, inquiry handling, issue resolution
- Data & Digital Management – reporting, organisation, social media content design & scheduling
- Financial Admin – accounts payable/receivable, rent roll, trust accounting, invoicing
- Team Support – staff supervision, mentoring, workflow organisation

Industry Experience

- Real Estate – property management, lease admin, client communications, rent roll & trust accounting
- Allied Health – scheduling, patient communications, records & third-party liaison, digital content design
- Wholesale & Retail – inventory management, sales support, order processing, content management

Technical Proficiency

- Platforms & Tools – Microsoft Office Suite, Google Workspace, Canva, Trello, Wix, Mailchimp, Zoom
- Finance & Systems – Xero, LastPass, 2FA, accounts management, PowerDiary, Cliniko, Galaxy
- Quick to adapt to new platforms and workflows