

Our Clients

Our list of clients includes.

Breakthrough Technologies Inst. - Washington, DC
Cando Career Services - AB, Canada
Energy Security Analysis, Inc. - Boston, MA
FEC Enterprise, Inc. - Phoenix, AZ
Fuel Cells 2000 - Washington, DC
Intact Technology, Inc. - Landover, MD
Leader-Learning - Owing Mills, MD
RP Enterprises - Clinton, MD
Safeway Superior Services - Lanham, MD
SEAS Summer School Program - Washington, DC
Subway - Landover, MD
Susan's Day Care Services - Hyattsville, MD
Tariq Transitional Services - Upper Marlboro, MD
U.S. Fuel Cell Council - Washington, DC

Individuals

Robert E. Alexander - Bakersfield, CA
Lott Allen - New Carrollton, MD
April Joy Brooks - Temple Hills, MD
Tasha Godley - Hyattsville, MD
Marilyn S. Johnson - Landover, MD
Rachel Pope - Clinton, MD
Herman Posey, Jr. - Hyattsville, MD



Let Us Assist You.....Virtually

M. Alexander & Associates, Inc.
3004 Merva Court
Fort Washington, MD 20744
<http://www.iwillassistyou.net>

Virtual Administrative Support Services

Are You Still Looking For The
Perfect Administrative Assistant?



M. Alexander & Associates, Inc.
Virtual Administrative Support
Services has your answer!

We Can Provide ALL Your
Administrative Needs.

About US

What Does Our Service Provide?

M. Alexander is a Virtual Assistant who provides Administrative and Secretarial services from her home office in Temple Hills, MD. We offer all of the services of an "in office" secretary, as well as much more. Pickup and delivery is available.

What Are The Benefits Of Using A Virtual Assistant?

Virtual Assistants offer administrative support to business owners, executives, individuals and entrepreneurs. You can use their services on an "as needed" basis, eliminating the burden of paying a full-time secretary's pay. They provide several advantages to businesses by saving them payroll taxes, insurance and benefits, equipment, space and time, and providing high quality professional support.



*We Provide Dependable
Service with a Friendly Touch*

Our Services

Our Virtual Administrative services include:

- ** Administrative Support ****
- ** Bookkeeping ****
- ** Brochures ****
- ** Business and Personal Letters ****
- ** Business Proposals ****
- ** Database Entry and Maintenance ****
- ** Event Planning ****
- ** Flyers ****
- ** Human Resources Administration ****
- ** Mail Merges/Labels ****
- ** Manuals ****
- ** Mystery Shopping****
- ** Notary Public for the State of MD ****
- ** PowerPoint Presentations ****
- ** Professional Resumes/Cover Letters ****
- ** Spreadsheets ****
- ** Word Processing ****
- and much more.....

Call/email us for a cost estimate!! You will not be disappointed!

Request For Services

Full Name: _____
Email Address: _____
Company: _____
Phone Number: _____
Address: _____

City: _____ State: _____ Zip: _____

Services Required

- Administrative Support
- Bookkeeping
- Brochures
- Business and Personal Letters
- Business Proposals
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- Spreadsheets
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Please give us a description of your requirements.

M. Alexander & Associates, Inc.
3004 Merva Court
Fort Washington, MD 20744
Phone: (877) 894-0564 / (301) 248-2044
Fax: (301) 248-4872
Email: iwillassistyou@comcast.net
<http://www.iwillassistyou.net>