

## References

*"Donna is a very talented individual who brings a great deal of enthusiasm to her work. She is a consummate professional who always strived for the highest quality results. her organization skills are exception and I could always count on Donna to effectively and efficiently accomplish what was asked of her. On many occasions, I regarded Donna as my 'go to" person on staff to take on special tasks that required quick action. She was always ready to assist other staff whenever needed and was a pleasure to work with. Her collaborative orientation lead to excellent working relationships with co-workers, students, teachers and community partners. Donna brings an upbeat attitude and strong work ethic to her work at all times." - Rich Tulikangas, Executive Director, Linking Learning to Life.*

*"Donna is an experienced marketing strategist. She efficiently manages her time well and has trained herself to keep track of tasks, details and appointments. She is capable of carrying through any marketing plan." - Paula Diaco, Owner, Sign-A-Rama*

*"Donna always kept the Bombardier Capital field sales staff well-informed of any changes and/or updates to our company's policies and procedures. She was always punctual with deadlines, and was detail orientated and was a pleasure to work with. She made our jobs much easier." - Greg Kenefic, Inventory Control Specialist, All Star Audio Video*

## A Dragonfly Story

Once there was a community of water beetles who lived in the muddy water under the lily pads. They lived simple, comfortable lives in the pond with few disturbances and interruptions. Once in a while, sadness would come to the community when one of their fellow beetles would climb the stem of a lily pad and would never be seen again. They knew when this happened; their friend was dead, gone forever.

Then, one day, one little water beetle felt an irresistible urge to climb up that stem. However, he was determined that he would not leave forever. He would come back and tell his friends what he had found at the top. When he reached the top and climbed out of the water onto the surface of the lily pad, he was so tired, and the sun felt so warm, that he decided he must take a nap. As he slept, his body changed and when he woke up, he had turned into a beautiful blue tailed dragonfly with broad wings and a slender body designed for flying. So, fly he did! And, as he soared he saw the beauty of a whole new world and a far superior way of life to what he had never known existed. Then he remembered his beetle friends and how they were thinking by now he was dead. He wanted to go back to tell them, and explain to them that he was now more alive than he had ever been before! His life had been fulfilled rather than ended. But, his new body would not go down into the water. He could not get back to tell his friends the good news. It was then he understood that their time would come, when they too, would know what he now knew. So, he raised his wings and flew off into his joyous new life!

*The Dragonfly is symbolic for change...so why not go virtual?*



## Dragonfly Virtual Services

*Quality virtual office work...as promised!*

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## Overview

**D**ragonfly Virtual Services is a family-owned and operated virtual assistant business located in the beautiful state of Vermont. The idea of developing this online virtual assistant service was to help support employers who need both short-term and long-term contractual services.

Donna Aguiar of Dragonfly Virtual Services opened its doors in 2009. Donna has over 20 years of professional experience in marketing, program management, event planning, database management, administrative assistance and website administration. She graduated from Champlain College with an Associate Degree in Public Relations and Communications.

Like other professional service providers, virtual assistants operate remotely from their own places of business and utilize today's technology to deliver their services and communicate with their clients.



## Services

Dragonfly Virtual Services offers a variety of services to clients. Professionalism, timeliness, accuracy and follow up are key components to the way we do business. Each task or project that is completed will be handled as if it was our own. The personalized service and one-on-one interaction will put your mind to rest as you work with our professional staff.

We look forward to serving the needs of your company.

### Services Offered

- Appointment setting
- Database design & management
- Independent consulting
- Internet research
- Marketing development
- Marketing material creation
- Mailing list compilation
- Newsletters
- Office support (general)
- PowerPoint presentations
- Project management
- Spreadsheets
- Statistical analysis & reporting
- Website administration
- Word Processing

## Rates

### Rates for Tasks:

- \* Appointment setting: \$18
- \* Internet research: \$18 - \$20
- \* Mailing list compilation: \$20
- \* General office support: \$18
- \* Spreadsheet/database and organization: \$18
- \* Word processing: \$20 - \$30

### Rates for Projects:

The cost of each project will be estimated in written form and the rate will depend upon the nature and complexity. \$20 - \$50



*\*\*\*All jobs are assessed at an hourly rate, unless an alternative contractual agreement is established.*