

## Professional Summary

# Rhonda's Virtual Office

Your Personal Virtual Assistant

**Rhonda R. Holscher**

CEO

Rhonda's Virtual Office

Cincinnati, OH 45244

513.327.8682 / 513.327.8682

513.843.4881 Fax

[R.Holscher@RhondasVirtualOffice.com](mailto:R.Holscher@RhondasVirtualOffice.com)

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I'm so excited you are reviewing our professional summary today, and just want to take a minute to personally thank you for doing so. If you have any questions or would like to schedule your 15 minute free consultation with me please contact me personally at the information above.

*Thanks,*

*Rhonda*

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## Company

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Rhonda's Virtual Office offers virtual assistance to companies just like yours. Whether you are a small business, large business, non-profit organization, or an entrepreneur Rhonda's Virtual Office can assist you with your virtual assistant needs.

## Summary

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We have assisted businesses in many types of industries from other Virtual Assistant Firms, Landscaping Businesses, Non-profit Organizations', Scientists, Courts, Police Departments, Green Industry Professionals, and Job Placement Firms.

Rhonda Holscher is known among her colleagues for her professionalism, dependability, her tenacity, and thoughtfulness. She is known to be a self-starter with a positive, helpful, friendly, hardworking attitude and is consistent and hard working. She contributes her success to her strong faith in God and her belief in herself, and knows that the trials of this life have given her the ability to overcome many obstacles and the ability to persevere.

## About Rhonda

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**Rhonda Holscher**  
**CEO**

*I got my start as an Administrative Assistant while working for a local trucking company. When I started there I knew nothing about the business at hand, I knew nothing about computers, and very little about office work. I started at the company as the „Penske Girl“, and within six months, I was running the entire office and earned the promotion and title of Office Manager. During my time there, I learned many skills that I am now able to apply to being a VA or Virtual Office Assistant. I love being a Virtual Office Assistant, and I truly*

*enjoy owning and running my own VA business. I am very excited about the possibilities this opportunity will bring me, and I am looking forward to meeting or speaking with potential new clients in the hopes of forging new partnerships and long lasting relationships with both my clients and my colleagues.*

## *Meet the Team*

**Rhonda** is the owner, CEO and virtual assistant of Rhonda's Virtual Office offering administrative support to a variety of businesses. Being a family caregiver for years, Rhonda decided it was time to get back out there. Knowing that she needed to find a job that would support her and her family she also had a strong desire to continue to stay home so that she could continue to care for her children herself and continue home schooling.

In comes Rhonda's Virtual Office. Rhonda decided to start her own home based business. Taking her experience from her work as an office manager for a local trucking company and knowing that this was something she enjoyed, she took that idea and made it into her own business that offers a variety of virtual assistant services.

Rhonda takes her business very seriously, is hardworking, loyal, dedicated, tenacious, and believes that excellent customer service is the key to a successful business. She received her Certified Seal of Professionalism and CertifiedVP Business Ethics Seal through Hess Business Professionals & Associates, Inc. Certified Virtual Career Training program.

**Dixie** is a top notch business associate whom I have had the great pleasure of working with. She brings to the team a variety of skills and has more than 25 years' experience providing administrative support and office management to middle and senior level management. Dixie has the skills and professional attitude to meet the needs of businesses nationwide. When asked what is your goal? Dixie replied, "To bring uncompromised integrity and honesty to our work, and to ensure our Clients that their projects will receive meticulous attention to detail in a confidential and quality manner. We want every Client to feel at ease with handing over their projects to a dedicated, professional, and well trained virtual assistants."

Dixie is a highly qualified and certified virtual professional. She received her Certified Seal of Professionalism and CertifiedVP Business Ethics Seal through certifiedvp.com, is affiliated with VA Insiders and a member of VirtualAssistantForums.com.

To meet the rest of the team [click here](#).

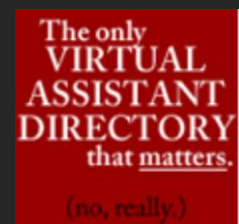
## *Certifications*



## *Awards*



## *Memberships*



### *Mission Statement*

We are committed to providing thorough and skillful administrative services with the utmost integrity, the highest ethics, and to providing quality services at affordable prices.

### *Website*

<http://RhondasVirtualOffice.com>

### *Contact Information*

Rhonda Holscher  
CEO

Rhonda's Virtual Office  
R.Holscher@RhondasVirtualOffice.com

513.32RVOVA

### *Client Testimonials*

"Rhonda was referred to me when I was looking for someone to do some transcriptions for a client. She is very professional, dependable and am glad to have her in my network and will continue to give her all my transcription projects from here on out."

Jody Rothhaar of A Virtual Advantage, LLC

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Rhonda provides a high-quality, efficient, and ethically sound service. I am truly blessed to be involved in the growth of her business. Over the last few weeks, Rhonda has assisted me with web research, data entry, proofreading, editing, and rewriting newsletter content. I am mostly impressed with Rhonda's attention to detail and her immediate response to the items I assign her. If you're seeking an individual that will play a proactive role in your business; look no further. Rhonda is the gal for the job.

Diane Hess of Hess Business Professionals & Associates LLC

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"Rhonda is real delight to work with. She has proven time and time again that she is up to whatever task we assigned her. She is very efficient, proficient, and detail oriented. If you are looking for someone who is dedicated, loyal, and has a high moral compass then Rhonda is the girl for you!"

Marlene & Anthony Alsgood of Direct Truck Service, Inc.

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To view more testimonials [click here](#).

*The perfect solution for ALL businesses!*

## Clients:

Alpha Dog Investments, LLC

John Marion

GuySanders.com

Guy Sanders

Alyssa Avant & Companies, LLC

Alyssa Avant

Hess Business Professionals & Associates, LLC

Diane Hess

A Virtual Advantage, LLC

Jody Rothhaar

Huntington's Disease Society of America

Great Lakes Region - Deborah Boyd

Northeast Ohio – Barbara Kaiser

Ohio Valley Region – Dan Leugers

St. Louis MO Chapter – Peggy Cribbin

CaseySollock.com

Casey Sollock

College Student

Glenn Akerland

JT Research, Inc.

Jan Davis

Capital Typing, Inc

David

MomCorps

Eisha Armstrong

Carolina Green Industry Network

J. Mark Smith

Not Limited

Blair

Discovery Counsel

Adriane Yamaki

RobertJWard.com

Robert J. Ward

Environmental Design Landscape

J. Mark Smith

Success Transcripts

Janette Buckhaultner

Grassi Associates, LLC

Tom Perrino

Your Faithful Assistant

Shelley Drassal

## Professional Summary:

### Education

Clermont College	Business	Batavia, OH
Glen Este High School	General Studies	Cincinnati, OH
West Clermont Career Center	Diversified Health Occupations	Cincinnati, OH

### Certifications

Certified Virtual Seal of Professionalism March 2010  
CertifiedVP Business Ethics Seal March 2010

### Other Skills

Language                      English

Social Skills                      Superior customer service skills, excellent communication skills, efficient at answering all e-mails in a timely manner. I always maintain a level of professionalism on the phone and with e-mail interaction towards company's clients.

Technical Skills                      \* Organized and detailed-oriented Office Manager and Business Owner with experience, providing thorough and skillful administrative support to the CEO, Vice President, and other business owners.  
\* Dedicated and focused, able to prioritize and complete multiple tasks, and follow through to achieve project goals.  
\* Independent and self-motivated professional able to grow positive relationships with clients and colleagues at all organizational levels.

Computer Skills                      MS Office 2007: Word, Excel, Power Point, Outlook Mail and OneNote. Windows 7: Mail, Live Writer, and Media Player. Other: FastStone Screen Capture.

Additional Information Member of Girl Scouts of America  
\* Volunteer for Daisy Troop (Girl Scouts) Cookie Manager  
\* Volunteer for Daisy Troop (Girl Scouts) Historian  
\* Participate in ALL Daisy Troop activities

Volunteered for Scott Spradlin's Union Township Trustee Campaign

Member of Summerside Elementary PTO

- \* Volunteer for school functions, attend PTO meetings, and assist with weekly packets, organizing school functions, Chairman of Room Parent Tea, and wherever needed.
- \* Volunteer room mother for children's class
- \* Organizing classroom parties and other classroom events, calling parents to get items for parties, coming up with craft, game and story. Hosting the party: doing craft, game, and story with children, and passing out snacks, drinks, and take home treat bags.
- \* Assisting with Computer Lab

Volunteer for HDSA (Huntington's Disease Society of America)

- \* Presently volunteering for four branches.
- \* Mailing thank you cards, creating and updating donations data base, Social Media (Facebook & Jumo), mail merge, merge Excel files and remove duplicates, create greetings to post on internet, typing letters.

References Available Upon Request

*Please see Letters of Recommendation and other supporting documents in the following pages.*

## Services Provided:

### Administrative Support

Calendar Support	Email Support
Typing	Proofreading/Editing
Social Media	

To learn more about our Administrative Support please [click here](#).

### Desktop Publishing

Brochures	Business Cards
Flier	Letterhead
Post Cards	Newsletters

To learn more about our Desktop Publishing please [click here](#).

### Web Services

Website Design	Website Maintenance
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To learn more about our Web Services please [click here](#).

### Ala Cart Services

Transcription	Bookkeeping
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To learn more about our Ala Cart Services please [click here](#).

### Software Experience

Express Scribe	Quick Books Premier – Accountant's Edition 2008
Email	Quick Books PRO
Fast Stone Screen Capture	Quick Books PRO 2009
Internet	Quick Books Online
MS Excel/Word/Access/Power Point/Publisher/Outlook 2010	Other accounting programs we can discuss



*Hess Business Professionals & Associates LLC*

The Virtual Edge Your Business Deserves!

## Letter of Recommendation

August 12, 2010

This letter is to recommend Rhonda Holscher of Rhonda's Virtual Office for the position you have available.

Rhonda Holscher has served on our team since March 1, 2010 fulfilling tasks in web research, data entry, transcription, proofreading, editing of newsletter content, and email management. In June of 2010, I promoted her to a lead coordinator position.

Her role now requires her to:

- Find new business prospects and access their needs
- Write a winning proposal
- Communicate with prospective clients
- Evaluate, hire and train new contractors
- Act as liaison between upper management, client and contractor
- Assist in evaluating new business applications that will help the company grow

Although Ms. Holscher works as an independent contractor, her dedication to each project and task is that of a business partner. It has been a pleasure working with her. I believe her ability to adapt to challenges and deliver results will exceed your expectations as she has exceeded mine.

If I can be of any further assistance in your decision to contract Rhonda, please feel free to contact me.

Best Regards,

*Diane M. Hess*

Diane M. Hess  
Sr. Executive Officer  
Hess Business Professionals & Associates LLC  
[www.hbpassociates.biz](http://www.hbpassociates.biz)  
[d.hess@hbpassociates.biz](mailto:d.hess@hbpassociates.biz)

586-739-0951

# Direct Truck Service

(513) 752-4444 Local  
(513) 753-7092 Fax

This letter is to recommend Rhonda Holscher of Rhonda's Virtual Office to complete any tasks you may wish to contract with her.

Rhonda started with our company as the 'Penske Girl' and very quickly transitioned into the position of Office Manager for our entire business. She is such a pleasure to work with as she is very considerate and thoughtful. She is very organized, detail oriented, completes tasks in a timely manner. We highly recommend Rhonda for any position you might have in mind for her.

Rhonda is a very loyal and trustworthy individual with very high morals. She will never divulge any of your personal or business information to anyone, and can be wholly depended on.

While she worked with us she worked on tasks such as filing, phones, email management, 1099's, filed our New York State taxes, created and maintained our driver's qualification packets, maintained our driver's logs and maintenance files. She also worked on project tasks to help our business grow such as implementing a data base that helped us to connect with Universal Am Cam data base when we decided to partner with them. There are many other tasks she performed and was very efficient at all tasks she was assigned.

If you are looking for a person you can depend on to complete your project tasks then Rhonda is the girl for you.

Sincerely,

*Anthony & Marlene Algood*

## SCHOOL HEALTH SOLUTIONS

December 4, 2010

Ms. Rhonda Holscher  
Rhonda's Virtual Office  
685 Woodthrush Drive  
Cincinnati, OH 45244

Dear Rhonda,

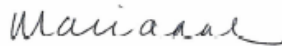
Thank you so much for everything you have done for me and all of your hard work! Your services truly are the perfect solution for me!

As a new small-business owner, it has been so helpful to turn things over to you because I know you will handle projects quickly, professionally, and at a fair and reasonable price. My clients have commented on your friendliness and professionalism. Quality customer service is extremely important to me and I know I can trust you to represent my business well when you're speaking to my clients on my behalf.

I appreciate your speed and accuracy when it comes to working on projects for me, and I appreciate the suggestions you have given me as I continue to build my business.

I look forward to our continued relationship!

Sincerely,



Marianne Akerland, RN, PHN, CCM  
President - School Health Solutions

P.O. Box 293835 ■ Sacramento, CA ■ 95829  
916.623.5140 ■ FAX (916)667.9540  
[www.schoolhealthsol.com](http://www.schoolhealthsol.com)



We appreciate you taking your valuable time to review our Professional Summary and other supporting documents. We hope that you find that our assistance is just what you are looking for and we always welcome the opportunity to discuss your project goals with you. Please don't hesitate to contact us with any questions or comments that you might have.

*Thanks,*

*Rhonda*