

MONICA'S STORY

I fell in love with the administrative field during high school. I was working for a non-profit organization part-time as a receptionist while attending school, when it was brought to my attention that there was a need in the community for a non-traditional secretary. Students, teachers, co-workers and even people walking along the street continually asked me to type resumes, letters, and other correspondence. Before long, I was known as the on the side secretary. This wonderful experience led me to start my own home-based secretarial service at the age of seventeen. I continued running the service part-time until I was offered a full-time position with a large corporation. At that time, I discontinued the service, but I still completed small projects here and there for individuals and small businesses.

Over the years as I worked full-time for other organizations, I noticed that small to mid-size companies with full-time secretaries also had a need for a non-traditional secretary. There were special projects or year-end projects that needed to be done and periodically I was approached to do them. So I would take the projects home, finish the assignments with my home computer and was paid for my services. As I worked for other organizations, I continued to research secretarial services on the internet out of curiosity when I stumbled on the term **Virtual Assistant**, which is a self-employed professional that provides administrative, technical, or creative assistance to their clients remotely.

In late 2005 the company that I had been working with for eight years closed its doors. At the same time I lost my job, I found out I had a retinal detachment and needed immediate eye surgery to prevent blindness. After recovering from eye surgery I told my husband that I wanted to start my secretarial service again and become a **Virtual Assistant**. He already knew I had been researching it for years and knew I was ready. He supported me wholeheartedly. So I took a training program to get me started and here I am, doing what I love to do.

As time progressed, I realized that the projects that I enjoyed the most were the **marketing and technical projects**, such as designing websites, creating graphics, email marketing, and helping organizations grow their businesses. This discovery led to the creation of the **Growth Strategies, Training & Business Support Company** we are today.