



ABUNDANT ADMINISTRATIVE SERVICES

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National Speakers Association to Feature Marit Fox as Speaker at Gizmology Conference in Seek the Geek Session Founder of Abundant Administrative Services to Highlight Benefits of Working with a Virtual Assistant

SANTA CLARA, CALIF. – (February 27, 2012) Marit Fox, Founder of Abundant Administrative Services (www.AbundantAdmin.com), today announced that she has been selected by the Northern California Chapter of the National Speakers Association to speak at the organizations upcoming Gizmology conference (www.nsanc.org) on Saturday, March 3rd at the Embassy Suites South San Francisco Hotel.

The topic of Ms. Fox's session is, "Find Out What a Virtual Assistant Can Do For You," in which she will share the seven key roles of a virtual assistant for professional speakers. The discussion will be interactive and will also include information on basic technology tools that make working with a virtual assistant easier. In addition, she will be providing tips on how to evaluate and hire virtual assistants.

Ms. Fox's areas of expertise include:

- Implementation of successful e-newsletters
- Event/meeting planning and coordination
- Creation and preparation of presentations
- Creation and/or updating procedure manuals
- Government contract preparation
- Desktop publishing
- Calendar and schedule maintenance
- Word processing/document creation
- Creation of travel itineraries
- Research
- Database management and maintenance
- Transcription—digital
- Records management and filing

Marit has over 30 years of administrative and usiness support experience in a variety of industries. She is an active member of the International Virtual Assistants Association, Professional Association of Support Services, the National Association of Women Business Owners of Silicon Valley and Women in Consulting.

About Abundant Administrative Services

Abundant Administrative Services is an administrative support services company that primarily works virtually with small and micro business owners. A virtual assistant is a highly skilled professional who takes care of administrivia. Administrivia are the tiresome but essential details that must be taken care of, and tasks that must be performed, in running an organization. The objective is to help business owners serve their clients from behind the scenes using the latest technology.

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