

Alliance Leadership Team

Sharon Williams, MVA, Chairperson
The 24 Hour Secretary

www.The24HourSecretary.com Sharon formed her secretarial services company in 1990, offering business management, administrative support and event management services to business owners. Sharon has written comprehensive studies for state government, is the chairperson of the local African-American Chamber of Commerce, the Alliance for Virtual Businesses, founder of Online International Virtual Assistants Convention (OIVAC) and creator of International Virtual Assistants Day (IVAD). She has organized numerous local, national and international events and is certified as a Master Virtual Assistant (MVA) and Professional Real Estate Virtual Assistant (PREVA). Sharon is the proud owner of The 24 Hour Secretary , a virtual assistance and administrative support company, open 24 hours a day, and is the author of Marketing Your VA Practice, Nuts and Bolts of Branding , Domino Series: Chain Reaction Marketing , a 5-part series on business development and growth, and the owner of 1 on 1 Marketing Coach, her professional marketing training program.

Lisa Boyd, Chairperson, Website Team
Zeteo Solutions

Lisa Boyd, owner of Zeteo Solutions, is a virtual assistant specializing in web development. Clients rely on Lisa for all their technical needs including training them on software (computer-based or web-based) and recommending and implementing technical solutions tailored to their needs. She'll meet you on your technology level and tell you just what you need to know for your business.

She works with coaches and other virtual assistants specializing in helping virtual small business owners to utilize technology to its fullest, efficiently and effectively within their businesses. Lisa provides high-quality, low-cost, online education solutions, professional, branded Web sites with copy written specifically for your target market, an automated e-zine process, podcasting production, and development of passive streams of income. Lisa is known in the VA community as the "open-source queen." She has an open source solution for every software need. Laurie Dart, Editor Writing Wisely

Laurie Dart, owner of Writing Wisely, provides writing and editing services to individuals and businesses. For nearly 21/2 years, Laurie was a featured columnist for the Koos News. Her weekly column entitled "Working Wisely" was a favorite among readers. Topics included personal as well as business improvement ideas. She is the author of "The Everyday Guide to Writing Wisely" which features tips on grammar and writing and has written a number of pieces including: press releases, marketing copy, Web site copy, articles, resumes and letters. She has also edited and ghostwritten many projects including e-Books, White Papers, articles, nominations, evaluations, and course content.

Roberta Eastman, Vice-Chairperson, Communications Team
Executive Virtual Assistant Services (EVAS)

Roberta is the President of EVAS, and a GVA; an entrepreneur; manager and technical person who partners with other professionals providing Strategic Planning; Consulting; Office and Project Management.

Roberta gained 15 years of hands-on Customer Service, Administration and Business Operations management experience working within Fortune 500 companies. She passionately shared with those she led, teamed up next to and had been led by, her story and belief of building a business foundation, one brick at a time.

Roberta has always been naturally driven to evaluate, identify gaps, obtain resources and implement streamlined processes. Roberta is a passionate, pragmatic, results-oriented leader who achieves satisfaction methodically creating consistency and efficiency in business operations. How does she achieve this? Let me share her secret with you! The processes and business operations are documented. Karen McGreevey, Assistant Editor, Publications
Konceptuality

Karen McGreevey is Owner and Founder of Konceptuality, an innovative and cutting edge solution designed to help Clients meet their editorial and general administrative support services needs via the Internet.

Karen came to the Virtual Assistant industry to help small businesses and other self-employed entrepreneurs minimize work-related anxieties and pressures so they become more productive and better able to concentrate on their company's needs. Her experience in the corporate world consists of more than 20 years in the public, private, and non-profit sectors, including a lengthy multi-industry career in administrative support positions in education, publishing, mental health and social services care. She has exceptional proficiency in editorial review and office support responsibilities, in addition to success administering programs, writing policies, rules and regulations, and grants to obtain federal fund. Becki Noles, Chairperson, Communications Team
Virtual Accuracy Becki serves as the Visionary of Virtual Accuracy, "Assistance for Coaches" and VA Training and has trained individuals and groups on both an individual and corporate level for over five years. Becki's corporate background

includes training and development, director of marketing and guest relations, public relations, media (TV and radio), and executive level support to high power executives. As a coach, Becki desires to bolster your vision and bring it to fruition. Her signature service is equipping VAs to "ax" negativity and bring forth the positive in their business and lives. Becki also has an undying passion for introverts and desires to motivate them to be the absolute best they can be. Dale Noles, Chairperson Standards Committee

Virtual Accuracy Dale Noles is the Chair of the Standards Committee. He brings a wide array of experiences in training and coaching Virtual Assistants in understanding the elements of creating successful VA businesses. Dale has been a Virtual Assistant since 1998 and is the President of Virtual Accuracy.com and Head Coach of VA Training . He becomes elated through the successes of those that he coaches and it shows through his desire and drive to help them realize and pursue their biggest dream. One of Dale's passions is teaching VAs and entrepreneurs the necessity of having a distinctive target market and utilizing that leverage to their fullest potential. Virgo, Chairperson, Events and Benefits Team Exquisite Secretarial Services

Stacey Virgo is a Master Virtual Assistant (MVA), Real Estate Support Specialist (RESS), and owner and President of Exquisite Secretarial Service, which opened in June 1998. Exquisite provides assistance to both national and international clients with such services as administrative, bookkeeping, desktop publishing, event coordination, human resources support and other business related services. Virgo expanded her event planning under a separate heading, "Exclusive Professional Events" and is in the process of forming a corporation JNV Corporation, Inc., which will incorporate all of her businesses under one professional heading. Virgo serves on the Board of Directors for the International Virtual Women Chamber of Commerce (<http://www.ivwcc.com>) and is also Benefits Director for that organization. Stacey holds a degree in Financial Management and Business Management as well as a Certification in Computer Information Systems and Secretarial Studies. Prior to starting her company, she worked for the University of Miami, Ryder Move Management, and Ryder Systems as a Human Resource Administrator, Senior Marketing assistant and marketing supervisor.