

Introducing

Erin Dawson of

# Dawson Documents- Virtual Assistant

Turnaround times and efficiency are what makes **Erin Dawson** and her business **Dawson Documents- Virtual Assistant** leaders in the administration field. Based in Perth, Western Australia, Dawson Documents- Virtual Assistant provide administration services worldwide. Having a Diploma in Business and over ten years administrative support experience **Erin is passionate about helping small businesses grow.** Erin enjoys using her excellent communication skills and superb attention to detail to support and encourage like-minded entrepreneurial women, particularly Work-At-Home-Mums (WAHMs), through her application of sound business administration support to achieve their business goals.

**Decrease your costs, Increase your Productivity.**  
**For all of your administration needs, outside the office.**

Erin believes that having the passion to do what she does best shows through in all of her work, onto her clients and their customers. She is vibrant, fresh and young - qualities that allow her to bring new ideas to her clients and ensure she is flexible enough to meet their quality and turnaround time needs. Her passion for business extends to her newly launched **Letters from Santa** business, which she manages in tandem with **Dawson Documents- Virtual Assistant.**

For more information on how Erin and **Dawson Documents- Virtual Assistant** can help you, visit:  
[www.dawsondocuments.com.au](http://www.dawsondocuments.com.au) or [www.lettersfromsanta.com.au](http://www.lettersfromsanta.com.au)

## How Erin can help you:

- ▶ PowerPoint Presentations
- ▶ Form Design
- ▶ Mail Outs
- ▶ Template Design/Form Design
- ▶ Word Processing
- ▶ E-Newsletter
- ▶ Transcription
- ▶ Event & Conference Management
- ▶ Research
- ▶ Resume Writing
- ▶ Data Entry & Excel Spreadsheets
- ▶ Website Design
- ▶ Answering queries on behalf of your business
- ▶ **And much more!**

## What Erin's clients say:

Her professionalism and timely delivery of work has been invaluable to my business.  
**D. Weston, Virtual Girl Friday**

To be able to rely on and receive the finished product from Erin, is most satisfying and certainly given me great support and confidence in knowing of the excellent service provided. **P. Lombardi, Nutrimerics**

I have no hesitation in recommending Erin for any Administration services that you may wish to outsource. **L. Foulds, Resumes for Results - Gippsland**



**Dawson Documents - Virtual Assistant**

For all your administration needs....outside the office

email: [erin@dawsondocuments.com.au](mailto:erin@dawsondocuments.com.au)