



The Typing Bug Informational Packet

Deneen Wilson, Owner

Phone: 229.378.0521 | Fax: 866.887.1798

Email: deneen@typingbug.com | Website: www.typingbug.com

Newsletter: www.typingbug.com/gazette.html



Deneen Wilson, Owner The Typing Bug

My name is Deneen Wilson. I am the owner of The Typing Bug. I know that some people are skeptical about working with an online company, mainly because they do not know anything about the person they will be dealing with. To help with that, I have compiled some facts about myself that may make you feel more at ease.

- *30 years of secretarial, bookkeeping and administrative support experience.*
- *Worked in a wide range of industries, including government, law enforcement, construction, non-profit, fundraising, marketing, medical, tourism, manufacturing, import and the fire service.*
- *Well versed in Microsoft Word, Excel, Publisher, PowerPoint, and Outlook as well as QuickBooks.*
- *Associate Degree in Business Administration.*
- *Graduate of the Professional Secretaries Development Program with State of Georgia.*
- *Formerly, the State Advocate for Georgia for Fire Corps. (www.firecorps.org)*
- *Received the President's Volunteer Service Award (President's Council on Service & Civic Participation).*

On a personal note, I live in South Georgia outside of Thomasville which is about 15 miles north of the Florida line. I am recently married to a wonderful man, Phillip, who is an electrician by trade, and one of my biggest supporters. I have one grown son, Chris, who lives and breathes the fire service. Phillip has four children - one grown daughter, Erica, as well as three teenage sons, Brandon, Aaron and Joseph. We also have 4 dogs and 5 pygmy goats. Oh, and I am a big fan of NASCAR - Go Tony Stewart!!!

Now that you know a little about me and my company, I look forward to hearing from you to discuss how together we could become a great team.

A handwritten signature in cursive script that reads "Deneen".

What Others Are Saying About Me ...

Virtual Assistant Services:

Deneen has been my virtual assistant since July of 2009. She has such a keen eye for detail and never hesitates to go above and beyond to help get a project completed on time. She has taken the time to learn about my business and always makes sure that it is being represented in the best light. She is a self starter and extremely capable of any assignment you give her. What I love most about Deneen is we are now at a point where she knows what I expect and I do not have to spend any time giving her direction; she already knows which way to go. I love working with her and truly wish I could afford to pay her enough so she did not have to work with other clients. I really hate the thought of having to share her talents with others. Should you have any further questions, please feel free to reach out to me.

Susan Myers of [Best eMarketing Solutions](#)

Mentoring Services:

Deneen Wilson has saved me countless hours of frustration with her suggestions and encouragement. Her friendliness and willingness to help at the drop of a hat kept me going as a new virtual assistant, when one day without her clues would have let me give up. I highly recommend her as a mentor!

- Delores Abrams of [Delegateitva.com](#)

I want to share a testimonial about Deneen. I'm an upcoming virtual administrative assistant and Deneen has been very helpful in directing me to useful web sites on how to get my business started. I contacted her via a virtual admin networking site and she quickly responded. I truly appreciate that she has been willing and kind enough to take time out of her schedule to answer all of my questions. I wish her continued success in her business.

DeAndra Hutson

Deneen Wilson, owner of Typing Bug, is an excellent Virtual Assistant. She has been an invaluable asset to me through her mentoring program for new Virtual Assistants. Deneen has taught me many benefits of Twitter, Facebook, MS Excel and Google. She has shown me new techniques in many other areas that are useful to me in serving my clients. Deneen has helped me to improve my communication skills and to expand my services to new products. Her talents and skills are exceptional. I find that her very 'open' program that allows you to send an email and ask a question is terrific! She is a very caring person and any new Virtual Assistant would be lucky to have her mentoring program.

Anita M. Hicks of [Virtual Assistance by Anita](#)

Website & Newsletter Related:

You have so much useful info on your newsletter! I saw your post about your newsletter, then going to the newsletter ... oh man, I may never get anything done now ... so many great links and the Giveaway of the Day ... LOVE IT! Keep up the great work and you may have a new newsletter client once I get my VA biz up and going in February. You rock!

Marie Fitzgibbons of [Deadline Met Virtual Assistant Services](#)

WOW! I am SUPER impressed. I am hoping to be as good as you are at designing one day! Very nicely done!! The content is great, too! A lot of useful information laid out in an easy read. Good job!

Linda Qualls of [Villa Linda Business Solutions](#)

I love your site. Did I mention I LOVE your site. Awesome layout!

Lisa Olinda of [Olinda Services](#)

For Immediate Release

Company: The Typing Bug
Contact: Deneen Wilson
Address: 674 Benton Road – Ochlocknee, GA 31773
Phone: 229-378-0521 / Fax: 866-887-1798
Email: deneen@typingbug.com
URL: www.typingbug.com
Newsletter: www.typingbug.com/gazette.html



Local Woman Helps Small Businesses and Non Profits Be More Efficient

Deneen Wilson understands the problems small business owners and non profits encounter. Our current economy has forced many businesses to economize and reduce staff. This doesn't mean the work doesn't still need to be done. Companies are struggling to find ways to stay afloat with fewer staff. There is a solution. "Hire a Virtual Assistant" says Deneen Wilson, owner of The Typing Bug, a local company who provides administrative assistance and professional guidance to small businesses, non profits and solo entrepreneurs across the country.

The term Virtual Assistant or VA is relatively new but is becoming extremely popular with business owners and individuals who require assistance. What attracts many business owners to virtual assistants is that they do not have to supply office space or equipment not to mention the assistants are responsible for their own taxes, training, healthcare and insurance.

Instead of trying to be everything to everyone, virtual assistants, as a rule, focus on specific areas to be more effective to their clients. The Typing Bug is no different and primarily focuses on offering services to the small business owner, mom/pop businesses, local non profits and solo entrepreneurs. Maybe you own a small business and starting to see some business growth and are overwhelmed with paperwork and do not know where to turn to next. Maybe you need a website, new forms designed, business cards created, a monthly newsletter, parts or services researched, or just data entry. Maybe you are interested in social networking (Facebook, Twitter, etc.) and want to know how you can get your company involved. Maybe you are a small non profit that really does not need a full-time assistant just would like a newsletter each month or marketing flyers made for a fundraiser. Or maybe you are a solo entrepreneur who works from home so an in-house assistant is not feasible and you need someone to keep you on track with calendar, reports, emails, etc. Businesses are not the only clients, individuals that would like a one-time project like a family reunion flyer or a family Christmas letter are always welcome.

Wilson states, "Although I have the experience and ability to work for a larger client, I enjoy limiting my services to small businesses. I like the one-on-one environment that comes with dealing with one or two people at a business. When you use The Typing Bug, you work with me, not a group where you could be dealing with Jane on this project, Mary on the next and Sue on the next. The benefit of this is consistent work and complete understanding of your business. There is less confusion, less mistakes, and more productivity. If you are not sure the project you have in mind is something that I handle, just ask. Being a member of several networking communities gives me the resources to arrange or refer you to another service that I am personally familiar with that may handle your project in the same professional manner that I would."

For more information about virtual assistants and how your business can work more efficiently, go to www.typingbug.com. You can also call 229-378-0521 or contact via email at deneen@typingbug.com.

Women's Ecommerce Association International

MEDIA RELEASE

Contact:

The Typing Bug
Deneen Wilson, Owner
674 Benton Road
Ochlocknee, Ga 31773
229-378-0521
deneen@typingbug.com
<http://www.typingbug.com>



Helping Women Do MORE Business on the WEB...

Thomasville, Georgia. Deneen Wilson of The Typing Bug has recently become a *Member* of the Women's ECommerce Association International – WECAI.org (pronounced wee-kī). The Typing Bug offers virtual assistant services to small businesses and non-profits who may not otherwise be able to hire an assistant. Deneen also offers services to solo entrepreneurs who work from home where an in-house assistant is not feasible. The beauty of The Typing Bug is that it is virtual which means that Deneen can offer the same great service and support to clients anywhere in the country as easily as she can to ones locally. "I found WECAI.org while surfing the web and realized it was just what I was looking for in an organization. I am looking forward to growing personally and professionally through this new organization which helps women do MORE business on the web," says Deneen Wilson.

The Women's Ecommerce Association, International is a Global Organization focusing on promoting, educating and advocating for women who do business on the web. According to Heidi Richards, Founder & CEO, *"Our goal is to encourage women to do business worldwide, to help women become united through the mouse. The Board of Advisors and I are very excited that women all over the world have found WECAI and are joining!"* The International board and members continues to create quality programs and services to fulfill our mission which is to *help women do MORE business on the WEB*. WECAI has created the FIRST Who's Who Directory of Women in Ecommerce, hosted 4 successful international summits, produced several member contributed ebooks and designed a first-class quarterly magazine that highlights women on all seven continents. We are in the midst of designing an Ecommerce Academy for women to further their knowledge and experience, as well as other programs and services that connect women from every corner of the globe.

For more information about The Typing Bug, contact Deneen at deneen@typingbug.com or on her website at <http://www.typingbug.com>. For more information about the Women's Ecommerce Association International, visit www.WECAI.org. You may also call Heidi Richards in the USA at 1-877-947-3667 or 011-954981-5519

Headline: Local Virtual Assistant Receives Entrepreneurial Recognition

Summary: Deneen Wilson receives VAccolade Business Entrepreneur Award.

Author: Deneen Wilson

Email: deneen@typingbug.com

Website: www.typingbug.com

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Contact: Deneen Wilson

Phone: 229-378-0521

Fax: 866-887-1798

Email: deneen@typingbug.com

Local Virtual Assistant Receives Entrepreneurial Recognition

Thomasville, GA – Deneen Wilson, owner of The Typing Bug Virtual Assistant Services, announced today that she is the recipient of the VAccolade Business Entrepreneur Award.

The VAccolade Award not only recognizes participation at VANetworking, the world's largest member-based Virtual Assistant networking association online, but also recognizes the professionalism with which Wilson presents herself on the Web, thereby giving her more credibility among other Virtual Assistants.

“Virtual Assistants (VAs) are business owners who work from their own offices providing professional support, services and skills to their clients via phone, fax and Internet-based technology. Partnering with a VA reduces stress, protects cash flow, eliminates administrative hassles, and enables business people to find the success they originally set out to achieve. A VA is your right-hand person helping you to succeed in your business. The irony is you may never meet your VA as odds are they live nowhere near you!” (definition from www.VANetworking.com).

Wilson specializes in administrative services and is a home-based administrative professional providing various online services to her clients. She started her Virtual Assistance career as a way to help small businesses that are overwhelmed with paperwork and do not know where to turn for help.

In a recent survey from VANetworking, the United States has the largest number of VAs, followed by Canada, Australia and Europe. Clients pay only for time spent on their projects. There's no need to pay for taxes, benefits, equipment, etc. VAs are hired on an hourly or a monthly retainer basis.

For more information about The Typing Bug, visit www.typingbug.com.

About The Typing Bug

Launched in 2009, The Typing Bug specializes in offering administrative services to small, mom and pop, rural and family-owned businesses as well as non profits and solo entrepreneurs. The beauty of The Typing Bug is that it is virtual which means that Wilson can offer the same great service and support to clients anywhere in the country as easily as she can to ones locally. Visit the website at www.typingbug.com.

About VANetworking

Visit the website at www.vanetworking.com.

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