



Your alternative in
office management productivity

You thought you had time to do it all yourself. As an entrepreneur, you offer your knowledge, skills and talents to benefit your clients. Your valuable time and energy is focused on your area of expertise, and sometimes your office management suffers – it just doesn't get done.

"Plan A" - was to spend your spare time doing the paperwork, but that is just not happening, and your in-box is piling higher and higher.

Time for **Plan Bee**.

In Hebrew, the name Deborah means "Bee". A bee is busy, communicative, quick, productive, efficient, effective, beneficial to others, a team player, goal oriented and cooperative. To live up to my name, my goal is to free your time to pursue more opportunities in growing your business, and leave the office management duties in my hands.

Flexibility is the force behind my venture, as I proactively help you on an hourly, as-needed basis, either at your office, in my office, or off-site with your client. The obvious advantage is not paying a full-time person

with the associated costs of payroll taxes or additional equipment, but at the same time developing a collaborative relationship to our mutual benefit. The more I learn about your business, the more I can support you and become a valuable resource and asset as we partner in a purposeful way, always professional and always confidential.

Never worry again about your correspondence, proposal preparation, advertising, seasonal gift coordination, event planning, travel arrangements, calendar updates, and bookkeeping.

My assistance to you is an investment in your future as we effectively complement our individual strengths to develop a successful relationship together.

Plan Bee is the
Buzzzzz **Word!**



Advanced Software Proficiency

Microsoft Office Suite • Word • Excel • Outlook • Publisher • Powerpoint • Access

Graphic Design • CorelDraw • Adobe Illustrator • Adobe Photoshop

Miscellaneous • Quickbooks • Adobe Acrobat • ACT! • Internet Research • Scanning and OCR

Other Services • Notary Public • Compiling binders • Mass mailing • Troubleshoot software • Troubleshoot office equipment



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Mission Statement

To partner in the success of a limited number of small business owners by providing efficient and effective secretarial, administrative and design support, freeing them to focus their time and energy toward discovering more opportunities for growing their business.

Promotional Products

Imprint your logo on a full range of merchandise for fulfillment to your employees, sales people, distributors, franchisees, etc.

A wide range of promotional items is offered to promote your company – for gifts, trade shows, awards, holiday cards, calendars.

Offering a cost effective way to market and promote your business with custom promotional items that speak to your customers and clients – the possibilities are only limited by your imagination.

About Deborah Kerr

Deborah was born in Atlanta, Georgia, but as a teenager moved to South Africa with her parents. During the 29 years in Johannesburg, Deborah spent 17 years in typesetting, proofreading and graphic design for local printing companies. Returning to Atlanta in 1999, she has been providing executive administrative, secretarial and organizational support to a number of clients in the metro area, as well as virtual assistance to clients in Florida and Alabama. Her clients include a clinical research company, a real estate developer, executive coaches and counselors, financial advisors, a project management company, lawyers, manufacturer's representative, and software development companies. For the past four years, Deborah has received the highest administrative revenue and excellent service award from an international management company.

Services Offered

General Office Duties and Basic Word Processing

- Basic correspondence
- General office duties
- Basic data entry
- Scanning documents
- Internet research
- Creating PDF files

Advanced Word Processing

- Mail merges
- Spreadsheets with formulas
- Formatting/layout of manuals
- Editing and proofreading
- Basic Powerpoint presentations
- Creating forms
- Producing manuscripts
- Tape transcription
- Charts and graphs

Event Planning

- Coordination of venue, catering, invitation list, entertainment

Graphic Design

- Layout and design of newsletters
- Preparation of marketing materials
- Preparation of E-mail blasts
- Designing Tradeshow materials
- Complex Powerpoint presentations
- Design of invitations, press releases
- Desktop publishing

Bookkeeping

- Setting up and maintaining a bookkeeping system using Quickbooks

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