



Ann Timmons

Alliance Partner, Interactive Consulting Services, Inc.

Areas of Expertise

*Executive Assistant Services
Events Planning
Meeting Planning
Meeting Facilitation Assistance
Strategic Planning Retreats Assistance
Virtual Assistant Services*

Professional Summary

Ann Timmons is a seasoned professional executive assistant with many years of corporate administrative experience. Today, as a virtual assistant, her skills cover a full range of services, including calendar management, corporate meeting and event planning, correspondence, word processing and report / document production. Business owners, executives, consultants and meeting facilitators call on her to assume any and all administrative details and help streamline a multitude of activities associated with their work. They know they can expect immediate and tangible results from her efforts. In addition to an increased efficiency and effectiveness in their day-to-day work life, they can operate with confidence, knowing the critical things that need to be done will be managed professionally.

Ann's administrative competence, attention to detail and warm and engaging manner bring a sense of calm reassurance as well as a level of organization that is vital to the success of those she serves. She delights in meeting new people and her depth of experience gives her an ability to deal with people at any level of management as well as diverse ethnic and socio-economic backgrounds. Because she considers herself as a true business partner, Ann consistently and proactively looks for ways to serve her clients, help make their lives easier and enhance their business and those they serve.

Industry Experience

*Contract Research
Public Education
Retail*

Functional Experience

*International Development
Health Research
Survey & Statistics
Human Resources
Facilities Management*

Software Proficiency

Microsoft Office Products

- Outlook
- MS Word
- Excel
- PowerPoint

CorelDraw

Course Work and Certifications

- *Management Skills for the Administrative Professional, AMA*
- *Future Skills- What you need to Succeed, Federal Training Network, AMA*
- *Success Skills for PAs and Executive Secretaries, Hemsley Fraser Training Group*
- *The Power of Effective Communications, Marston Communications*
- *Technical Writing Workshop, Shipley Associates*

Education

BA, Psychology-in process