



## Company Profile

Richardson Virtual Assistance Services provides the business community with administrative office support to a variety of corporations, organizations and companies.

Whether you are considering outsourcing from a large company or running a one-person business, we can help you.

Richardson Virtual Assistance Services finishes your paperwork and helps you meet those deadlines by leaving you time to tend to your business.

### **Karen Richardson - Profile and Education**

*Honours Diploma from the Legal Assistance / Secretarial Program in Toronto, Ontario.*

- ✓ Skilled typist with over 20 years of office experience in the administrative profession.
- ✓ Over 80 wpm.
- ✓ WHMIS certification (Self-Employment program in Durham Region).

### **Dee Anne Richardson - Profile and Education**

*2003 – 2007 University of Toronto*

*Honours Bachelor of Science – Double Major in Psychology & Criminology, Minor in Sociology*