

ABOUT ESOS

Queensland's most experienced and well-respected award-winning Virtual Assistant we offer a range of services but specialise in digital transcription, document production, virtual author support, and executive PA services. Since February 2000, we have been providing high quality, confidential remote secretarial and Virtual Assistant support to clients across Australia, the UK, Singapore, the USA and Canada. Our multi-VA practice specialises in medico-legal transcription and can provide full service, including printing and mailing of reports at no additional cost (for local clients). We have been working with international clients since 2000 providing online database maintenance, mail outs, website maintenance, desktop publishing, link qualification, article submissions and proofreading/editing services.

Australia's first VA to offer web-conferencing facilities we can help you with arranging online meetings to help streamline the productivity of your national and international work teams, or run your own training, sales or other web-based events.

Need to leverage the power of social media for your business? We can help set up Facebook pages and manage your Twitter account.

Are you an author? We can help with manuscript preparation and self-publishing services including article submissions, blog set up, coordinating reviews, arranging copyright and more.

Directors, consultants, coaches and speakers can benefit from our experience with transcription, diary management, travel arrangements, meeting and event management and PA services.

How can you spend less time working in your business and more enjoying life? Visit <http://www.execstress.com/> or email lyn@execstress.com to find out.

ABOUT LYN PROWSE-BISHOP

In 1985, after graduating DUX from the Metropolitan Business College, Sydney with a shorthand speed of 120 words per minute, Lyn Prowse-Bishop was being encouraged into a life as a Court Reporter, but opted for 7½ years as, first, a Legal Secretary, and later as PA to a criminal lawyer in East Sydney. In 1993 she moved to Brisbane where she secured a job as Executive Assistant to the GM of the Brisbane Convention & Exhibition Centre. 6½ years later her entrepreneurial spirit took over and, motivated by the birth of her daughter, started a Virtual Assistant practice – **Executive Stress Office Support** (<http://www.execstress.com/>) in February 2000 to utilise her skills in a home-based environment so that she could meet the dual needs of her growing family and those of a niche market of entrepreneurs requiring support services.

Lyn is founder of the **Australian Virtual Business Network**, (<http://www.avbn.com.au/>), currently serves as Australian representative on international committees looking at standards and certification for the VA industry, and is a foundation steering committee member of the annual Online International Virtual Assistants Convention. In 2010 she became Queensland Representative on the national board of Independent Contractors Australia (<http://www.contractworld.com.au>).

In 2010 she became host of Australia's first-ever internet radio show/podcast for the VA industry: **The Virtual Business Show** - <http://www.virtualbizshow.com.au>

In 2011 Lyn was asked to chair the steering committee of the **Australian Chapter of the Alliance for Virtual Businesses** (<http://a4vb.com.au/>) and has been instrumental in driving

the chapter's formation and ongoing activities with the help of a dedicated committee of Australian VAs.

Lyn is a regular speaker at the Online VA Convention, and was also invited to speak at the inaugural Australian VA Convention in March 2010. She has appeared in several print publications since 2006 and been interviewed by Pat Lynch at Women's Radio on working as a virtual assistant.

Certifications/Awards:

Professional Virtual Author's Assistant (PVAA)

Certified Australian Virtual Business (CAVB)

Master Virtual Assistant (MVA – first in Australia)

VACertified

EthicsChecked

Accredited Secretary Online (ASO)

2008 Australian Achiever Award – Highly Recommended

2007 Business Achievers Award Winner – Professional Services

2006 Thomas Leonard International VA of Distinction Award Nominee