

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. The practice specialises in medico-legal and legal transcription. 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.

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 Groups, Instagram accounts, and LinkedIn profiles.

Are you an author? We can help with manuscript preparation and direct you to self-publishing services.

Directors, consultants, coaches and speakers can benefit from our many years in executive PA roles, offering a range of services including transcription, diary management, travel arrangements, meeting and event management, invoicing and payment follow up, and general PA services.

What's the one task you have right now you don't like doing or shouldn't be doing? Contact us to help you work out a process for alleviating overwhelm!

Visit <http://www.execstress.com/> or email sales@execstress.com

Providing executive and non-executive directors, authors, consultants, sole operators, and professionals around the world high quality, confidential virtual secretarial services, on budget and on time – the first time – so you can get on with business ... or the business of living!©

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. Seven years later her entrepreneurial spirit took over and, motivated by the birth of her daughter, started a Virtual Assistant practice – [Executive Stress Office Support](#) 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.

Founder of the **Australian Virtual Business Network** (2006), Lyn ran the network for six years, and hosted the first online webinars for Australian virtual business owners through it (commenced 2008). Over the years she has served on industry and non-industry boards and committees, including as Australian representative on international committees looking at standards and certification for the VA industry. She is a foundation steering committee member of the annual Online International Virtual Assistants Convention and has served as

Queensland and VA Industry Representative on the national board of Independent Contractors Australia. All volunteer roles.

In 2010 she became host of Australia's first-ever podcast for the VA industry: [The Virtual Business Show](#)

In 2011 Lyn was asked to be the first chair the steering committee of the **Australian Chapter of the Alliance for Virtual Businesses** and was instrumental in driving the chapter's formation and ongoing activities with the help of a dedicated committee of Australian VAs.

Throughout her years in practice Lyn has 'given back' by using her administrative skills and expertise in volunteer capacities for Chambers of Commerce, community groups and not-for-profits in Brisbane, Warwick and on the Sunshine Coast.

Lyn is regular speaker at the Online International VA Convention, and was 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, by Simon of [Virtual Business Advisor](#) about partnering with a VA, and Ben Fordham at [Radio 2GB](#) regarding the effect of the 2011 budget on small business.

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

Short:

Award-winning virtual assistant Lyn Prowse-Bishop is based in Queensland, Australia, and has been assisting clients worldwide since 2000 in her practice Executive Stress Office Support. If you're a small business, director, consultant or sole practitioner needing expert secretarial, PA and admin support - check her out at www.execstress.com.

One of Queensland's most respected virtual assistants I provide remote support services to medical and legal professionals, consultants, CEOs and small businesses.

