

## YOUR SUCCESS IS OUR SUCCESS

Advanced Administrative Services, LLC was founded as a result of my desire to apply the skills and experience I gained in the corporate world to benefit independent professionals and smaller organizations.

*Linda D'Angelo*  
Owner

Administrative and business support so you can focus on your core business.

### Testimonial Market Validation Study in Ireland Print Management System

“We had several candidates to choose from but we chose Linda because she was fast, answered our questions very accurately and thoroughly, and it was clear that she is very structured and knows what she is doing. She not only showed us that she could give us what we were looking for, but she offered us something none of the other candidates did - proactively giving suggestions about how to improve the process.

We are so happy with Linda's work that we are making her a part of our marketing/sales cycle.

I am recommending Linda and Advanced Administrative Services to anyone who would like to outsource their work. She is proactive, keeps the schedule, updates the progress of her work regularly, gives tips about how to improve the work being done, and is flexible and intelligent enough to find a way to finish what she has promised even if unforeseen problems come in the way.”

Yusuf Hasanogullari, Modern Printing Solutions  
([www.modernprinting.ie](http://www.modernprinting.ie)).

**CALL FOR A FREE CONSULTATION:  
(412) 344-4800 OR (888) 448-4461**

### OUR PROMISE TO YOU

We promise to complete your administrative & business functions in a timely and precise manner so you can focus on your core business, while adding value with new ideas, new efficiencies and new technology.

### OUR COMMITMENT TO THE COMMUNITY

We support our local Pittsburgh community by giving a percentage of our annual revenue to local non-profit organizations.

### QUALITIES WE EMBODY

- ◆ Resourcefulness
- ◆ Loyalty
- ◆ Quality
- ◆ Professionalism
- ◆ Confidentiality
- ◆ Dependability
- ◆ Integrity
- ◆ Collaborative Spirit

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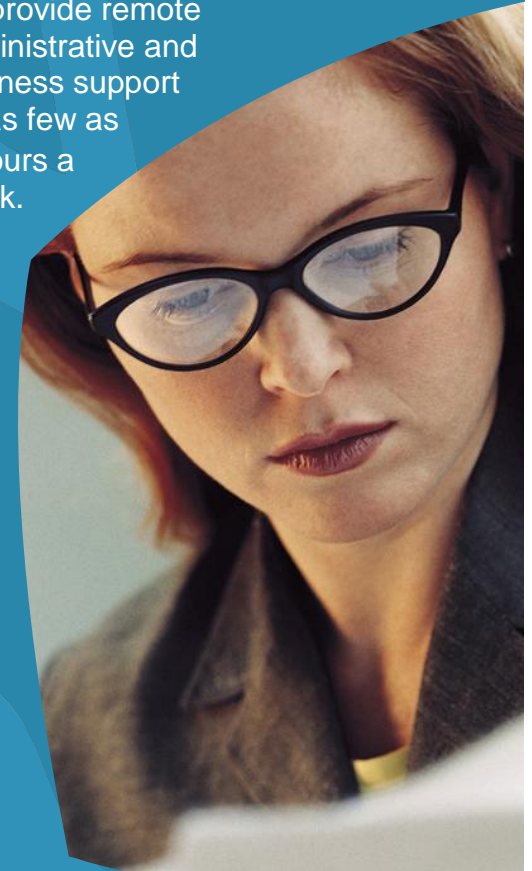
**ADVANCED**  
Administrative Services, LLC  
An INTEGRAL Piece of Your Business



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## Administrative Solutions for Your Business

Let our small dynamic team help you achieve your goals. Working collaboratively with you, we provide remote administrative and business support for as few as 5 hours a week.





An INTEGRAL Piece of Your Business

Advanced Administrative Services offers a unique blend of business knowledge, project management experience and administrative and business support services to assist you with your critical tasks so you can focus on your core business.

## Addressing the needs of small businesses and independent professionals

With over 20 years of real world business experience in such key areas as Corporate Marketing, Accounting, Financial Reporting, Human Resources, Training, and Information Technology, we can take your administrative and business support to new levels.

### ASSISTING YOU WITH YOUR DREAMS

The owner is M.B.A. trained and all team members have a minimum of a 4 year college degree and several years of business experience. **You can depend on our seasoned professionals for on-going, personalized service customized to meet your needs.**

### A COST EFFECTIVE SOLUTION

- No Payroll Taxes
- No Worker Comp
- No Paid Benefits
- No Overhead
- No Downtime
- No Overtime
- No Software Costs
- No Cost to Administer the Above



### FLEXIBLE SERVICE PLANS

- Hourly Rates
- Discounted Retainer Packages
- Special Projects

## BUSINESS SOLUTIONS TO MEET YOUR NEEDS

### Data Management

- ◆ Spreadsheet Creation
- ◆ Management Reporting
- ◆ Data Entry
- ◆ Data Analysis
- ◆ Database Management

### Business Documentation

- ◆ Training Manuals
- ◆ Procedural Guides
- ◆ Contracts
- ◆ Press Releases

### Market Research

- ◆ Survey Creation
- ◆ Market Validation Studies
- ◆ Industry/Company Research

### Presentations

- ◆ PowerPoint Presentations
- ◆ Handouts

### Administrative Support

- ◆ Outgoing Calls
- ◆ CRM Management
- ◆ Mailings

### Human Resources Support

- ◆ Prescreen Candidates
- ◆ Write Job Descriptions



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