

Virtual Solutions

General administrative services: Appointment scheduling/reminders. Calendar management, scanning, copying, faxing, document conversion, form letters, mail merges, etc.

Word Processing: Type, edit, format, proofread, finalize various correspondence, reports, memos, proposals and other documents.

Internet Research: Search internet for data, Prepare report of findings.

Database Management: Data entry, update database, create/update contacts, create/update distribution lists, etc.

PowerPoint Presentations: Create, edit, and finalize PowerPoint presentations; prepare transparencies, slide shows, etc.

Excel Spreadsheets: Create, edit, and finalize Excel spreadsheets, charts/graphs

Travel Arrangements: Research airline schedules and prices, hotel availability, car rental, make reservations; prepare itineraries for business or leisure.

Accounting: Light bookkeeping, client invoicing, accounts payable/receivable, expense reports, bank reconciliation.

Transcription Services: Legal / General dictation utilizing microcassettes

Event planning: Coordinate meeting locations, food/beverages, send meeting invites/reminders

**“Providing Excellence
Beyond Exceptional”**

Executive Management Solutions

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**“Providing
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Beyond
Exceptional”**

**Barbara L. Lovett
President & CEO**



“Providing Excellence Beyond Exceptional”

Who we are.

Executive Management Solutions (“EMS”) is a Professional Virtual Assistant Company that provides business solutions and services for business professionals, who are focusing more on building their businesses to run more efficiently and productively.

Our mission.

EMS’s mission is to provide exceptional excellence in the area of administrative services and solutions to business professionals. Our services are provided from a remote location utilizing a staff of professionals equipped with a wealth of knowledge, expertise, integrity and professionalism.

Let us help.

EMS is ready to provide you with the time you need to operate your business in the most efficient, cost effective, and professional manner possible. Let us assist you with reaching your goals by providing you with the solutions for your business needs.

You Decide.

We offer companies our professional services for short-term or long-term projects or on a continuous basis. You can use us as much or as little as you need and pay only for the services provided. You have no overhead and no personnel to manage. In the end, this saves you time and money, and you receive the help you need when you need it. It’s your choice.

Call us for a free consultation: 773-429-9043
or visit our website at:
www.exemgmtsolutions.com



We’ve got you covered

- Word Processing
- Excel Spreadsheets
- PowerPoint Presentations
- Transcription Services
- Appointment Scheduling
- Faxing/Scanning/PDF Conversions
- Travel Arrangements
- Database Management
- Answering Service
- Much more

Why Utilize EMS?

- We’re cost effective
 - No employee costs to pay
 - No payroll taxes
 - No insurance benefits
 - No PTO, holiday pay, overtime
 - No 401k/Retirement plans
 - No office space or equipment to provide
 - No personnel to train or manage
 - You pay only for the hours you use

