

# What is an Office Angel?

## AS TOLD BY REAL OFFICE ANGELS

I joined Office Angels in May of 2014 and have been providing administrative, writing and marketing support to various clients. In 2012 I received my BA in English with a focus on writing and publication. While I had gained some experience working for the public relations office at my university and through temp work, the difficult job market meant I was competing against those with much more work experience. Through Office Angels, I have been able to build my skills in exciting and challenging ways. I have learned a great deal from my clients, while also improving their processes by bringing an eye for detail and a fresh perspective to the table. In fact, I now feel confident that I can continue to thrive as a freelancer. I love having control over my schedule and the ability to choose projects that enhance my skill set. Working for Office Angels has been extremely validating.

~Britta Hallberg

I found Office Angels by sheer luck 12 years ago, after I had left the full time workforce when my daughter was born and we moved to Atlanta. My first job was to help organize cartons of paper documents (mostly stock and bond certificates) and track down their worth for an estate executor. After about 4 months of work, I tallied an estate valued in the high six figures!

I re-entered the full time workforce again in corporate accounting but left for good about 3 years ago to go out on my own, doing bookkeeping and office administration. I re-contacted Essie and I've been busy every since!

I'm QuickBooks™ certified, a QuickBooks Pro Advisor, and also hold training sessions. I also do some administrative work for my clients—my parents were small business owners and I gained a wide range of administrative skills from them. In addition, as I pursue a Masters in Finance, I am grateful for the flexibility afforded by Office Angels.

What I love most about working for Office Angels is the integrity with which Essie runs the business. She always ensures that the interests of both clients and Angels are fairly and honestly addressed. She's also a fabulous business mentor to me.

~Jessie Wagner-Raymond

I've been an Office Angel since November, 2015, and it's the perfect fit for me. Although I had occasionally taken on some contract projects while working full time, when I decided to go out on my own, Essie was the first person I contacted. In short order she was matching me with business owners.

I like changing environments and learning about new markets. So, working on different projects as a consultant or contractor provides the variety of work and people that suits me. I love technology and leveraging it to make a positive difference for a company. I specialize in online marketing, social media, marketing automation, project management, e-commerce, WordPress, copywriting, and CRM administration. I love helping my clients figure things out and succeed. And working from home and owning my schedule is fabulous. In addition, my two cats, Bailey and Zachary, allow me to use my sunroom as my office, even though they definitely consider it their space.

Working through Office Angels is so beneficial because I enjoy a steady stream of interesting and diversified project assignments for wonderful small business owners. This is the best experience I have had working as a contractor and I am fully confident that I will stay gainfully employed this way.

~Karla Sinclair

I joined the Office Angel corps in September 2015. After my son was born I found it difficult working a full time corporate job and decided to apply my skills and education towards helping small businesses and entrepreneurs on a part-time basis. Previously I was an executive assistant for a speaker/coach and before that I was a mental health community support specialist providing social skills training to youth and adults. I specialize in executive administration, marketing, business management/support, client management/support, basic CRM, and sales support.

I just love being a part of the "Angel" family. Office Angels has afforded me the opportunity to learn about industries I would not have been exposed to if I stayed on the corporate track. It also has allowed me more time with my family. Becoming an Office Angel was one of my best decisions. I have a solid client base and they are GREAT to work with. Essie wants her Angels to be successful and works hard to ensure that we have worthwhile opportunities to apply our skills and experience.

~Sibyl Perez



I've been an Office Angel for about four years, after working full time in the hospitality industry, making arrangements for corporate travelers. As an only child, I needed a more flexible schedule to care for my elderly parents. I started exploring the idea of becoming a virtual assistant and found out about Office Angels.

I'm conversant with various software packages and enjoy handling a variety of administrative responsibilities, including customizing agreements and reports, conducting telephone follow-up, interviewing and preparing transcriptions, conducting research, and managing databases.

Working as an Office Angel allows me to work from home on a flexible schedule so that I can care for my parents. Even after we relocated to Houston when my husband was transferred, I have been able to continue to work virtually. Office Angels definitely has been rewarding and I have some sense of job security, knowing that Essie continues to try to funnel new work my way.

~Kathy Baker

I joined Office Angels seven years ago, after a 17-year career in sales with a Fortune 500 multinational food and beverage company. My husband had been transferred to Atlanta, and having just had my second child, I didn't want to work full time anymore. After awhile, though, I got bored, and a friend suggested I check out Office Angels. Well, the rest is history.

Given my degree in marketing and business administration and my sales experience, I knew how to develop business leads and prepare presentations, so it was an easy stretch to focus on speaker services.

I love working with our clients, customizing our services to meet their individual needs. I love the fact that each project is unique, whether conducting research to find speaking opportunities, securing engagements, helping to prepare materials and even the actual presentation, conducting follow-up, or providing full support.

I love being able to work out of my home and being there for my kids when they get home from school. Even though my client base has grown incrementally I am still in charge of my schedule. I love the flexibility—it's the best of both worlds.

~Kerry Matia

I became an Office Angel in 2013 after retiring from a career as an accountant for various healthcare companies, including 10 years as a chief financial officer. I function as full charge bookkeeper and general accountant on a virtual or on-site basis. Office Angels has allowed me to get closer to my dream of working for myself, on my terms. I truly enjoy continuing to use my MBA and broad experience to help my clients with their diverse business needs. As an Office Angel I also benefit from my association with a company that has an excellent reputation. Our clients expect great service and I like contributing towards further strengthening our reputation. I have found that being an Office Angel is much better than striking it out on my own.

~Marilyn Olejnik

I have been an Office Angel since 2008. I truly enjoy using my marketing, bookkeeping, translation, and administrative skills and experience. I had been a stay-at-home mom but when I became a single mom I needed a flexible work schedule. I have been averaging about 15-20 hours a week and have developed several long-term client relationships. Being able to use my diverse business skills and knowing that I am making a difference makes me feel so good about myself. Most importantly, I love having the flexibility to be home for my son when school gets out and being able to take him to baseball, karate and his extracurricular activities. Office Angels has truly been a blessing in my life.

~Julie Fabregas

I had ten years' experience in public relations and marketing before leaving the full-time workforce to start a family. Then we moved overseas for two years. Upon our return I picked up freelance jobs here and there, but felt that, although I hadn't lost my skills, I had lost my confidence, and I was looking for work that meshed with motherhood.

Upon joining Office Angels I quickly was matched with client with whom I had a highly productive and positive working relationship. I was able to strengthen my skills and reestablish my connection with the business world without the billing hassles of freelancing. After my children went off to college I was ready for a full-time job again and I knew I could do it, thanks to the bridge provided by my years as an Office Angel.

~Betsy Lewis

I became an Office Angel after retiring from 40 years as a communications professional working a variety of fields, including grant writing, advertising, and environmental protection. I wanted to keep my skills honed and earn a bit extra to augment my retirement savings. Office Angels has provided me with consistently challenging and interesting project work. I have always enjoyed learning and the variety of clients and assignments ensures that I'm never bored. I also love the flexibility of working remotely and the ability to structure my workload to fit my schedule.

~Judy Usherson

I specialize in creative document design and layout. I came to Office Angels after my previous company changed management. I knew I would be unhappy in a much larger organization so I left to strike out on my own. Essie helped me establish myself as a freelancer and started funneling clients my way. I enjoy working with the diverse and interesting clients I have met through Office Angels, and the fact that I can work on my own terms. Since I work remotely, I can work from anywhere, so I have the freedom to travel and visit my four daughters and still make a living. I also very much appreciate the fact that Office Angels takes some of the marketing burden off my shoulders and also handles client billing. Working as an Office Angel has greatly enhanced my success as a freelancer. I've been able to expand my business opportunities with the support and coordination that Essie provides. I'm very glad to be an Office Angel!

~Debbie Kerr

I joined Office Angels after having left the corporate workplace to start a family. When my children started school I was ready to come back on a part-time basis but I wanted a flexible schedule and the ability to work at home.

Office Angels was the perfect fit. I started slowly, working for one client about 5 hours a week, and gradually increased my hours up to 20-25 hours a week, working with several clients. I love how much I've learned working for small businesses. It has been so gratifying to see the value of my contributions. The work continues to be meaningful, challenging, and interesting, and I don't think I would have had this opportunity without the Office Angels model. I have enhanced my marketing skills thanks to my broad range of experience with a diverse client base, and I've developed a fabulous network of contacts. Working for Office Angels has been a blessing to me and to my family.

~Kathleen Kraynick

I started as an Office Angel during the summer of 2004. I had worked in the accounting field for over ten years before taking a break to become a stay-at-home mom. Although I loved working, I could not bear to be away from my children all day long. I had begun looking for part-time work but internet and newspaper searches came up empty. I had all but given up when I learned about Office Angels. Right after meeting Essie, I knew that Office Angels was the place for me. Essie makes that perfect match between the client in need and the Angel willing and able to meet that need on a mutually agreeable basis. It's now been ten years that I've worked as an Office Angel and I could not be happier. I've had opportunities to exercise my skills and still be the kind of mother that I want to be.

~Susan Warren



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