

## About *iAssist HR*

**Robbie Susen** is a native of Honolulu, HI. She earned her BBA degree in Secretarial Science/Office Management from Howard Payne University in Brownwood, TX.

Robbie owns and operates *iAssist HR*. With over 20 years of hands-on experience in human resources, recruitment, benefit administration, real estate assistance and executive level administrative support, she is a skilled professional. Robbie has assisted managers and executives from small businesses to large corporations.

Robbie currently lives in Austin, TX. In her free time, she enjoys spending quality time with her family and friends, going to the gym, participating in triathlons and duathlons, catching the latest movie or just laying in a hammock by the lake.



FOR MORE INFORMATION:

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Located in Austin, TX

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# *iAssist HR*

Virtual Assistance Services

*Give Your Business  
the Boost it Needs!*

Specializing in General Office  
Administration, Human  
Resources Solutions, and Real  
Estate Assistance

iAssist HR

Located in Austin, TX

(512) 350-6982

[contact@iAssistHR.com](mailto:contact@iAssistHR.com)

Virtual assistance is a smart choice for the small business owner. We will assist you with the day-to-day administrative tasks that are consuming your time. Take a look inside to learn more about how we can become a partner in your growing business.

# WHY YOU NEED A PROFESSIONAL VIRTUAL ASSISTANT

## *iAssist HR – Superior Service! Efficient Results!*



**Stop trying to do it all. Delegate your mundane office tasks to us.**

**Look no further. *iAssist HR* is here to support your growing business.**

**Listen to what our clients are saying about us.**

### **What is a Virtual Assistant?**

A Virtual assistant (VA) is an independent contractor, highly skilled in the administrative profession. A VA works remotely from a home office – communicating with you primarily via the internet, e-mail, fax, instant messenger or by telephone.

### **What can a Virtual Assistant do for me?**

We take care of your office needs so you don't have to. By outsourcing your non-core, high impact administrative functions to us, you are free to focus on the tasks that generate revenue for your growing business.

### **Why do I need a Virtual Assistant?**

Virtual assistance is an essential growth enabler for any business. It is the strategic choice of small & mid-size companies looking to achieve cost reductions, improve service quality and focus on core business.

### **Who Uses a Virtual Assistant?**

Entrepreneurs, small business owners, and independent contractors use a VA on a regular basis. It is a cost effective solution to hiring full-time or part time permanent staff. You can even call on us when your employee is ill or on vacation.

### **When you Partner with a Virtual Assistant You...**

Pay only for the services and time you need ♦ Do not need to provide workspace or costly equipment ♦ Do not need to pay employment insurance, vacation pay, or health benefits ♦ Never pay for the twice-a-day coffee break.

### **What types of Services are offered by *iAssist HR*?**

We provide administrative assistance in the areas of: HR Support ♦ Contact Management ♦ Word Processing ♦ Desktop Publishing ♦ Real Estate assistance and much more! Contact us today to hear more about our service offerings!

### **Terri McFarland, Realtor®.**

"As a small business owner, I am always looking for ways to save time and money. Working with *iAssist HR* has helped my company become a profitable and successful business. As a Realtor®, my main focus is to spend time out in the field selling. I do not have time to manage my contacts, or handle my mail-outs. *iAssist HR* is there to assist me with so many projects. I would highly recommend their services to any business that needs administrative help!"

### **Nancy Capezzuti, SPHR, VP of Human Resources**

"Robbie makes the most difficult tasks routine. She developed, designed and authored a bi-monthly newsletter improving communications within our entire organization. Robbie also has proven capabilities in developing HR forms and templates that assist in streamlining work processes. She can handle the most detailed procedure or the most creative design."

2 Hours of service FREE for all new clients who sign a retainer agreement! Call us Today at (512) 350-6982