



Winnipeg Virtual Assistant Garners National Attention

Virtual Assistant Diva Administrative Services, June 29, 2007

URL: <http://www.pr9.net/business/services/5826june.html>

Winnipeg-based Virtual Assistant Jill Chongva has been recognized for her filing system management expertise in a feature article in the National Review of Medicine.

PR9.NET June 29, 2007 - Winnipeg, Manitoba - Chongva was interviewed by Associate Editor Judah Issa of the National Review of Medicine regarding her expertise with filing systems employed in medical offices.

"It was truly an honour to be recognized for this." says Chongva, "I started my Administration career in medical offices, and it was truly a wonderful experience."

There are several simple tricks anyone can use to streamline their office filing system.

First, keep only files you access regularly (daily or weekly) within your immediate office space. By doing so, you cut down on the amount of storage you need within the immediate office and provide easier access to materials you need most often.

Second, find secure storage for your archive files. By storing lesser used files in a secondary location, securely, you are still able to access the information and you are providing your clients/patients with the privacy and confidentiality that they deserve and expect.

Third, colour-coding, numerical and alphabetical filing labels can all play an important part in ensuring your filing system works smoothly. By using colour-coded year labels, followed by either a numerical or alphabetical client/patient coding system, you can easily locate files (30 seconds should be your goal) and have access to information quickly and easily.

Chongva founded Virtual Assistant Diva Administrative Services in 1999 as a part-time venture providing administrative support services to small business owners. After having her fourth child in January of 2002, she took the business full-time and has never looked back.

"As a military wife and mom, this was a career choice that made perfect sense for me. My clients are all over the world, and as long as they can reach me in a timely manner, they really don't care where I live!"

The Virtual Assistant industry has grown by leaps and bounds since the term "virtual assistant" was coined by the late Thomas Leonard, founder of Coachville. The International Virtual Assistants Association, for whom Chongva is the CVA (Certified Virtual Assistant) Administrator, boasts over 800 members and the Canadian Virtual Assistant Network is experiencing similar growth in Canada.

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About Virtual Assistant Diva Administrative Services

Jill Chongva founded Virtual Assistant Diva Administrative Services in 1999 as a way to combine her administrative and computer talents with the thrill of entrepreneurship. She provides clients with Executive level support services using web and PC-based technologies, and has now expanded her business to website and graphic design. For more information, please visit her website at www.vadiva.com

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