

# *The 24 Hour Secretary*

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## *Sharon Williams*



Sharon Williams is the founder, President and CEO of [The 24 Hour Secretary](#)<sup>™</sup>. Her desire to develop a business model that would eliminate her dependency on an employer, and recognizing that small businesses wanted access to non-traditional administrative support, led to the creation of The 24 Hour Secretary<sup>™</sup>. This 24/7 administrative services company is a common sense solution to a myriad of administrative challenges that confront business executives and entrepreneurs on a daily basis.

As a small business owner, Williams understands the challenges and time constraints businesspeople, entrepreneurs and professionals face in performing administrative and associated tasks. Her goal was to offer office support services that uniquely met clients' needs during non-traditional work hours, and could save time, money and reduce stress. From her initial plan to provide 24/7 administrative support Williams' idea has grown to include an experienced, knowledgeable and technology-savvy comprehensive marketing, virtual assisting and internet-based services team partnering with clients located anywhere, at any time.

Sharon has served as keynote speaker and presenter at technology conferences, Virtual Assistant Industry conferences and seminars, and business expos sponsored by organizations supporting the global entrepreneurship model. She is the author of *Marketing Your VA Practice*, and *Nuts & Bolts of Branding*. She is currently writing Volume 2 of the *Marketing* series, scheduled for release in early 2006.

Williams began her career as clerk typist and moved up the ranks to executive assistant. She's held positions as a program compliance officer, labor relations specialist and president of a 7,000 member union. Her business administration degree is from Antioch University, Master Virtual Assistant certification is from [VACertification.com](#) and Professional Real Estate Virtual Assistant designation is from the [REVA Network](#). Williams is the founder and chairperson of the [Alliance for Virtual Businesses](#) a collaborative globally represented organization of Virtual Assisting organizations and members. She is also the visionary leader behind the annual [Online International Virtual Assistants Convention](#) as well as creator of Virtual Assistants Day, in recognition and celebration of the dedication and work ethic of Virtual Assistants, worldwide.