

About the Company

Maryland Secretarial Services, Inc. began in 1997 after Founder, Cynthia R. Freland, completed a successful career developing documents and reports. Ms. Freland saw the need and decided to become proficient in many software programs to offer word processing, data entry, desktop publishing, and transcription. Her software skills include Microsoft Word, Excel, PowerPoint, Publisher, Corel WordPerfect, and QuickBooks, the most popular and efficient software products on the market.



Visit us online at
www.marylandsecretarial.com

Why use a Secretarial/Virtual Assistant service?

Perhaps you own a small business and your administrative assistant is on vacation or ill, or you simply don't need one full time. A wonderful aspect of using our service is that you only pay for the work you need done and none of the salaries, taxes, health or workers' compensation insurance, computer equipment, and office space involved with a full time employee! We do the work from our own homes so you can concentrate on what you do best.

What we do:

Bookkeeping
Data Entry
Desktop Publishing
Internet Research
Marketing Services
Scanning
Social Networking
Telephone Communication
Transcription
Typing
Word Processing

Save Money!

Using an independent contractor, you simply pay for the tracked time dedicated solely to your projects, and only a few hours a week can make a wealth of difference. Imagine: No taxes. No health insurance. No office space. No computer equipment to purchase. No payroll. No hassles. No time-wasting chit-chat. You will be surprised at how much money you will save!



Save Time!

There are many challenges businesses encounter and we understand the dichotomy in the "doing it all" mindset. Not only are they doing what they do best (their trade), but they are also trying to keep afloat in those areas that are necessary, but not necessarily the most beneficial use of their time. They're juggling professional time with wrestling the computer, mail-merge letters, invoicing clients, researching marketing ideas...all tasks we can easily and professionally manage for you.

Testimonials

“...very accurate and consistently on schedule...”

Douglas J.J. Peters, President
The Peters Group, Bowie, Maryland

“MSS eliminates tension by providing excellent administrative support at an affordable rate.”

Robert A. Clemetson, Pastor
Redeeming Love Christian Fellowship Tabernacle
Cottage City, Maryland

“...fast, reliable, and affordable...”

Paul F. Grabarek, President, CEO
P.F. Grabarek & Associates
Severna Park, Maryland

“...a very professional job...was available to work in the evenings and over the weekend...”

Charles Howard, Professor
Coppin State College, Baltimore, Maryland

“Man, what a good job!!”

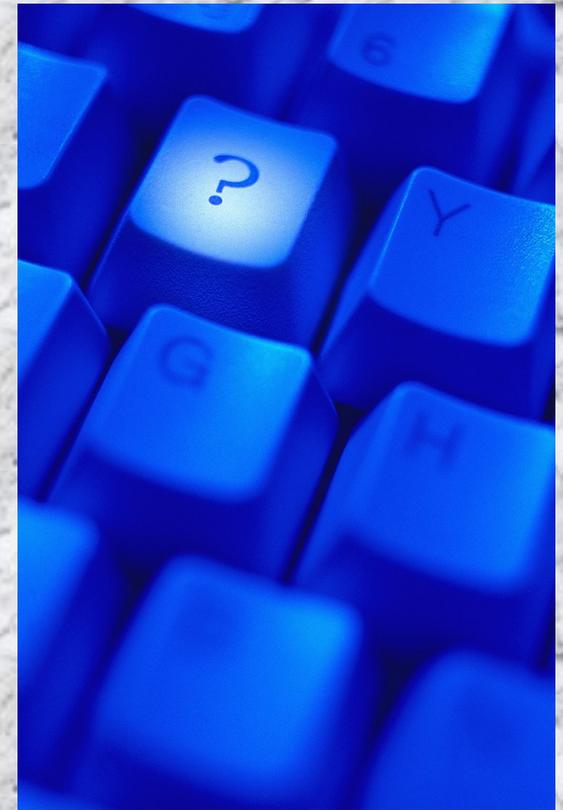
Derek Cork Woods, President
Buffalo Soldiers Motorcycle Club
Springfield, Massachusetts

Need an inexpensive advertising resource?

CEO Business Cafe Meetup:

Attend FREE monthly business networking events with entrepreneurs located in DC, Maryland and Virginia (the DMV).
www.meetup.com/CEO-Business-Cafe

NEED A VIRTUAL ASSISTANT?



“We do it, so you don’t have to.”



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