



Michelle Murphy
President and CEO
Murphy Assistants

Michelle Murphy is a professional virtual assistant who partners with small businesses and associations who require back office support and association management. Due to an entrepreneurial spirit, Michelle started her business in 2004.

Prior to Murphy Assistants, Michelle worked for many years in the IT support field specializing in contract management and telecommunications. Michelle is CRM certified.

As Vice President of Marketing for the Delaware Valley Virtual Assistants Association www.dvva.org, Michelle works closely with other virtual assistants and provides support to new and emerging Virtual Assistants.

Testimonials

The Prophet 21 Worldwide Users Group (P21WWUG) utilizes Michelle Murphy's services to provide administrative support to the Executive Committee of our group. Examples of what Murphy Assistants has done for us include keeping our web site information up-to-date, adding help file information to our web site and organizing both in-person and WebEx conferences with our members. The P21WWUG assigns both ongoing and one-time projects to Murphy Assistants and have found the services of Murphy Assistants to be consistently professional and efficient. Our group has been able to accomplish more work using Murphy Assistants than if we relied completely on our Executive Committee and member volunteers. I would highly recommend the services of Murphy Assistants.

Jennifer Arndt, SL Fusco
Rancho Dominguez, CA

Michelle is incredibly organized which results in on time deliverables that are accurate and complete.

Rene Savage
Stellar Industrial



Murphy Assistants
Fairless Hills, PA
Toll Free: (888) 257-5702 x81
Fax: (215) 478-6050
info@murphyassistants.com
www.murphyassistants.com



**Our
Business
is Helping
Your
Business**

Toll Free: 1-888-257-5702
info@murphyassistants.com



Our Business is Helping Your Business

Murphy Assistants
Fairless Hills, PA
Toll Free: (888) 257-5702 x81
Fax: (215) 478-6050
info@murphyassistants.com
www.murphyassistants.com

Murphy Assistants is a team of virtual professionals who will meet all of your business needs and provide support to small businesses from a distance.

Outsourcing reduces employer costs for equipment and benefits. Murphy Assistants maintains and runs a fully functional office which eliminates the need for additional office space. Customer satisfaction is our number one priority. We offer quality services for a reasonable cost.

Murphy Assistants offers association management including membership and database maintenance, full service conference planning, event planning, and event management.

Visit www.murphyassistants.com for more information about our team!



Association Management

- **Conference, Tradeshow and Meeting Planning**
- **Project Plans**
- **Web based registration services**
- **Event Marketing**
- **Session and Speaker Coordination**
- **On Site Management execution**
- **Final bill reconciliation and post conference analysis**

Event Planning

- **Coordinate with decision makers for event**
- **Concierge Services**
- **Lodging and/or travel arrangements**
- **Catering**
- **Rental Car arrangements**
- **A/V**
- **Teleconferencing and/or training via WebEx**

Desktop Publishing

- **Business Forms**
- **Data Entry**
- **Labels**
- **Mailings**
- **Newsletters**
- **Presentation Production**
- **Proofreading**
- **Word Processing**

Office Management

- **Appointment Scheduling**
- **Calendar Management**
- **Promotional Materials**
- **Competitive Research**
- **Email Management**
- **Reminder Services**
- **Project Management**

We offer solutions!