



Michelle Murphy
President and CEO
Murphy Assistants

I'm pleased to have the opportunity to introduce you to Murphy Assistants.

I've been in business over 5 years and have built a team of professionals who embrace the vision I had for my company: To bring my administrative and organizational expertise to business owners.

Our Business is Helping your Business.

To meet my team, visit www.murphyassistants.com.

I look forward to talking with you further to discuss your business, your challenges, your successes, and your vision for the future.

Let's build that together.

Testimonials

The Prophet 21 Worldwide Users Group 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 Prophet 21 WWUG 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, Tacoma, WA

I worked with Michelle on a daily basis. She was always prepared, informative, and well organized... She never ran away from any challenge.

John Paciotti, CompuData Inc.

I've worked with Michelle both on the Board of Directors of DVVAA and also on other projects. She's not only a lovely person, but also a total professional. If you have an opportunity to work with Michelle—take it!

Mary Motz, Owner, ProVirtual Solutions



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What is the
balance
between
working
“in”
your
business and
working
“on”
your
business?



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What do we provide?

- Appointment Scheduling
- Calendar Management
- Promotional Materials
- Competitive Research
- Email Management
- Reminder Services
- Project Management
- Business Forms
- Data Entry
- Labels
- Mailings
- Newsletters
- Article Submissions
- Social Media Account set up
- Presentation Production
- Proofreading
- Word Processing
- Desktop Publishing
- Ghost writing
- Conference, Tradeshow and Meeting Planning
- Project Management

- Web based registration services
- Event Marketing
- Session and Speaker Coordination
- On Site Management execution
- Final bill reconciliation and post conference analysis
- Concierge Services
- Lodging and/or travel arrangements
- Catering
- Rental Car arrangements
- A/V
- Helpdesk liaison
- Conference call coordination and hosting
- Teleconferencing and/or training via WebEx
- Comprehensive Event Planning
- Website creation
- Website updating
- Aweber email blasts
- Prospect queries
- Invoicing
- Collections

Murphy Assistants gets the challenges facing business owners/ entrepreneurs today.

The state of the economy demands not just cost effective business strategies but innovative ones as well.

Traditional business models involved physical offices with onsite staff. The way we conduct business has changed. The world is smaller, businesses have the potential for greater global reach, business travel is more frequent, and there is no longer the need to have a physical office.

The pace of business has also changed. We recognize that work levels fluctuate with demand, and therefore the need for support staff changes in harmony with that.

The solution - partnering with a team of administrative professionals who share the same entrepreneurial spirit and proactive thinking as you do. Giving you more time to work "on" your business strategies, not "in" the background administrative tasks.