

# SNAP PROFILE

## JULIA WOOSTER

by: Donna Messer



### **Julia Wooster is the Missing Ingredient in Your Recipe for Success!**

Julia Wooster moved to Ontario in 1981 and according to her, it was the best decision she ever made! She loves Oakville and as a talented and in-demand admin, she contracts her services to anyone who needs insightful business marketing savvy. Julia is a whiz at formatting documents, creating contracts, transcribing output from meetings, compiling seminar evaluations and creating PowerPoint presentations.

She loves technology and is constantly learning about everything and anything. Julia is up to date and current on the latest in word processing, transcriptions, presentations, spreadsheets, databases and contact management.

If Twitter, LinkedIn, Facebook and YouTube seem like a foreign language to you – Julia is your translator! She can help you come out a winner in this growing culture of technology. She even offers a free 30 minute consultation to learn how social media can help your business.

Julia is a creative administrator who pays attention to detail. But she is never dull or boring. She can multi-task and is currently writing a novel, taking time to cook and finds nothing more satisfying than having a new recipe work out the first time. Julia and her talents might be the missing ingredient in your business's recipe for success.

Julia is an animal lover, and supports the Humane Society. Her two standard Poodles Jet and Bella remind her to take a break every now and then from her busy work schedule. She started a Poodle group on LinkedIn and is in communication with Poodle owners everywhere! She belongs to a number of associations and is what is termed "a virtual assistant".

Julia is fun, reliable, responsible and helpful – according to her clients, she's also nurturing which sounds like she might just "mother" some of her customers!

Julia is always willing to lend a hand, and help a friend. She is the owner of Prime Admin Solutions. She works with any of the standard software packages, but she is also an expert in special software packages like Mind Mapping and Adobe Acrobat. Remember, Julia loves technology and she loves to learn!

If you want to know more about Virtual Assistants, Julia offers a free eBook. It's called "A Guide to Working with a Virtual Assistant" and is available on her website. If you want to write your own book, Julia can set it up as an eBook for you.

Julia has just launched the Oakville Chapter of People in Connection [www.peopleinconnection.com](http://www.peopleinconnection.com) You can reach Julia through her website at <http://primeadminsolutions.ca> Julia Wooster and Prime Admin Solutions might just be the missing ingredient in your recipe for success!

*Donna Messer is an author, speaker and coach. Each month she finds a new subject to profile. As a Foster Mom for Dog Guides of Canada, she's an animal lover like Julia. To learn more about her or ConnectUs go to [www.connectuscanada.com](http://www.connectuscanada.com)*



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