

# She can handle 'virtually' all of your business needs

BY DAVE FISHER  
The Citizen

You name it, and there's a good chance Corner Office Northwest, a new business in town, can help you... at least with your business.

Jane Dunkin, who moved to the area in 2007, started her virtual assistant services business in April and runs it from her telecommuting office inside her home.

"A virtual assistant does what a secretary, administrator or project coordinator does, but does it remotely," Dunkin explained. "A lot of businesses need help, but they're not sure what."

That's where Dunkin comes in.

Dunkin spent the past 30 years in corporate settings from the West Coast to Germany. In her corporate experience with Automatic Data Processing (ADP), she was a project manager and worked with functioning groups all over the country. "Part of my job was to keep all the balls in the air, to make sure everything was in place to achieve goals," she said.

When the economy took a turn for the worse, Dunkin knew she might be in trouble, since ADP is in the business of deploying new computing technology to car dealerships, and, sure enough, she was laid off. Undaunted, she thought to herself, "If I can be a telecommuter for a large company, I



**Virtual assistant Jane Dunkin enjoys helping businesses succeed from her home.** Photo by Dave Fisher

can do it for anyone."

Her services are varied and include, but are not limited to: project coordination; writing, editing and proofreading; basic bookkeeping; Web site maintenance; Web marketing; transcription; and database design and maintenance.

Equipped with a telephone, computer and Internet connection, Dunkin says she's ready

to provide services to businesses anywhere in the country. By farming out certain chores, Dunkin says it frees up business owners' hands to do what they need to do to make their business successful. Dunkin knows that as her business grows, she, herself, will be seeking the assistant of professionals to help her.

As for virtual services, she says it is one of the fastest growing enterprises around and community colleges, including Tillamook Bay Community College, have instituted certification programs for would be telecommuters.

Although Dunkin has only been a permanent resident of the north Oregon coast for the past couple of years, she "kind of grew up" in Rockaway where her grandparents lived on a couple of acres. "I spent a lot of time with them in my formative years," she said.

Back "home" again, she enjoys the flexibility of being able to provide services to businesses from her home office in an area she truly enjoys living.

For more information on Corner Office Northwest, contact Dunkin at (503) 368-2669 or visit her Web site at [www.cornerofficenorthwest.com](http://www.cornerofficenorthwest.com).

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