Data Entry
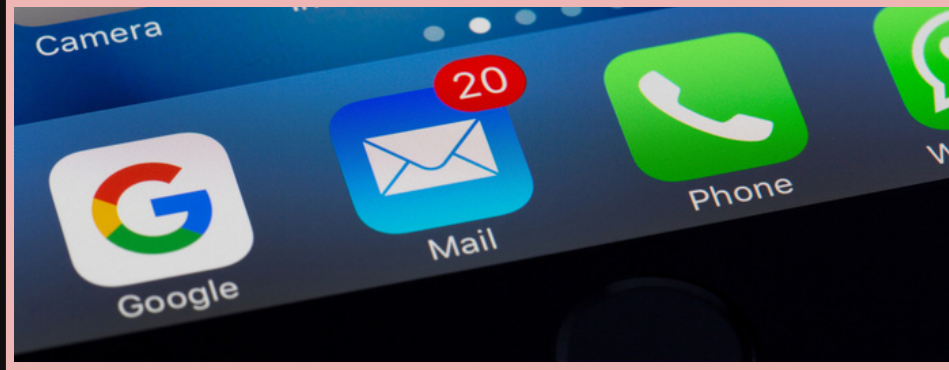
Appointment Setting &
Calendar Management

Email & Project Management

Forms & Files
Management