

CAST on Call is owned and operated by De Francis who is a skilled professional with years of administrative expertise and strong business skills. She utilizes multiple communication streams to actively support companies in maximizing performance, financial resources, and return on investments.

Her mission and goal is to provide high quality, cost effective business solutions to small business owners and entrepreneurs. Women, minority, and Veteran, and Disabled-Veteran owned businesses are her specialty.



Organization

If you have any questions about CAST on Call or need help in determining how I may be able to provide service/solutions, please contact me at:

Phone: 817-538-6621

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Creative Administrative Solutions Team (CAST) on Call

Virtually...Here for You!



Who is CAST on Call?

CAST on Call is growing as a premier and highly sought-after Personal and Virtual Assistant practice known for developing creative administrative and business solutions that deliver effective results to business owners.

What is a Virtual Assistant (VA)?

Virtual Assistants, or VAs, are highly skilled independent contractors: professionals who provide administrative support and other specialized services to business owners how may not reside in the local area.

What is a Personal Assistant (PA)?

A Personal Assistant, or PA, can help local businesses grow by allowing you to outsource various administrative tasks like accounting, advertising, clerical, administrative, answering phone calls, internet research, and data entry. A PA can also assist with personal tasks such as running errands.

What can CAST on Call do for you and your business?

1. Staffing

Most small businesses usually can not afford or need full time personnel. CAST offers your own personal office manager who is available on an as-needed basis!

2. Leadership and Management Skills

Most business owners are really good at one or two major tasks such as finance, marketing, or technology. Why not tap into CAST's leadership and management experiences; increasing your business's skill set!

3. Sales

Sales = revenue + profits! But it is a bit challenging focusing on opportunities to increase sales if you are also focusing on the day-to-day administrative/personal tasks. CAST offers a wide range of administrative and personal solutions; freeing up more of your time to focus on increasing revenue and profits!

4. Training

As your business grows you may decided to hire a full-time staff member. Of course the new employee will have to be trained. Wouldn't it be so much easier to train CAST, one time and I can provide all subsequent training, professional development, and refreshers courses to your staff members.

5. Change Management

Change can be a bit scary and difficult; regardless of the size of the business but we all know in order to survive today's market change is inevitable. Let CAST be by your side and help you research and develop a Change Management Plan that best fits your focus or area for change.

6. Asking for help

This is one of the most common challenges faced by businesses and a contributor of failure to progress. In order to grow and expand, additional support will be needed. Let CAST be that additional team member bringing leadership and management skills...with a personal touch...to the table thereby increasing your opportunities to grow sales, remaining current on training needs, and feeling confident that any change requirements will be met with confidence and a plan for successful implementation.

Do not see your business solution listed? Just let me know what you need and we can discuss how CAST can make it happen!

PA solutions include assistance with:

- Reading, monitoring, and responding to email
- Answering calls and handling queries
- Liaising with staff, clients, etc.
- Organizing travel and preparing travel itinerary
- Assist with planning, organizing, and managing events
- Managing a budget
- Creating brochures and newsletters
- Preparing correspondence, presentations, and papers for meetings
- Sourcing and ordering stationery and office equipment
- Managing personal, professional, and academic projects
- Running local errands

VA solutions include assistance with:

- Contact Management** - maintaining databases of contacts
- Time Management** - maintaining both personal and professional calendar and appointments
- Word Processing** - typing letters and correspondence, data entry, PowerPoint Presentations, and file conversion (PDF files)