

Gal Friday





Location **California**
<https://www.genclassifieds.com/x-374334-z>

Would you like to be more efficient? have more time? a shorter To Do list? extra hands? CALL ME.

- Reservations, travel arrangements, appointments, emails
- Driver (mileage rates may apply)
- Life Analysis and Advice
- Internet Research
- Errands: shopping, returns, pickups/drop offs, post office
- Computer tutoring
- Lady-In-Waiting: for deliveries, service/repair people, inspectors
- Automotive care, cleaning (repairs, car wash, oil change)
- Bill paying

Home organization (drawers, closets, papers)
 VIRTUAL ASSISTANT: Skype, WebEx, Join.Me, Google Hangout are all formats that allow us to communicate regarding tasks and talk face-to-face without our physically being in the same space. How cool is that! :-)

If you don't see what you need above, please call/email and ask me. I have been a personal assistant since 1998, formerly under the name Jill Of All Trades. Excellent references. \$30/hr. (one hour minimum. additional time billed in 15 min. increments)
 My SERVICE AREA is approximately El Sobrante to Emeryville.

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Background: BS in Psychology Notre Dame, Phd in Life, 20+ years as legal secretary in SF, dog cat mother, vintage store on Etsy, and swing dance teacher. My pet services are under The Pet Grandma.

You've been wonderfully reliable and your willingness to tackle ever-changing projects is a testament to your flexibility. Given a project, whether negotiating with insurance companies, paying bills, searching for or long lost relatives in census databases, or organizing life chaos, you dive in, learn what you have to

learn, find the right person or resource, and get it done. Thank you so much!" Peter Jackson, Venice, CA
(personal assistant for 6 years)

"We have used the services of Ms. Gable in our real estate management office for many years, and recommend her on the basis of her punctuality, trustworthiness, personnel management skills, and problem solving abilities. . ."

James Hirsch, San Francisco, CA