

Web Version

Preferences

Unsubscribe



# MANUFACTURING NEWS



TODAY'S INFORMATION FOR  
BUSY PROFESSIONALS

from

*Colleen Atwood - Virtual Assistant*

[colleen@atwood-va-llc.com](mailto:colleen@atwood-va-llc.com)

[www.atwood-va-llc.com](http://www.atwood-va-llc.com)



## Who Is Colleen Atwood - Virtual Assistant?

Good afternoon! My name is Colleen Atwood and I am the founder and CEO of Atwood, LLC. I appreciate the opportunity to introduce myself and explain the purpose of my newsletter to you.

Atwood, LLC was founded on the following ideals:

1. To offer small and medium-sized businesses a seemingly normal set of skills in a unique setting
2. To tailor those skills to exactly what clients are looking for
3. To work within a specific set of niches not too many others in my field are familiar with
4. To offer my services at cost-effective pricing
5. And most important of all, to actually enjoy my job

I have worked in the areas of maritime, manufacturing, higher education, and emergency preparedness for the last fifteen (15) years as an Administrative Assistant (full and part-time). I have found, however, that most of the positions I have held haven't truly made me happy. More to the point, none of the positions I have held have created a level of satisfaction one gets when they're truly doing something they love.

Okay, you're saying, what on God's green Earth is this woman talking about? Being happy at work? What are you, weird or something? Who actually enjoys working?

Were I on a social media page, I'd probably LOL (laugh out loud) at my stupid internal discussion but I find that my words are absolutely true: ever since I made the decision (after much discussion with my better half - my husband Randy (who works for Lou White at Seattle Radiator)) to go into business for myself, I have found the weight of working for others gone.

I am one of those people who cannot sit around idly and enjoy myself (unless I'm in the woods). I have to be doing *something* - baking cookies, playing my video games, writing my books, gardening (when I get a bee in my bonnet), crocheting, or cross stitching. My mind is always going and I have a million questions swirling around that usually only come out in my writing (and no, I don't always get the right answers).

I decided the best thing to do was focus myself toward my ultimate goal of owning my own business and helping others at the same time. While maybe sounding strange, I enjoy the mundane tasks of organizing, reading, researching, and thinking deeply to find solutions. I may not like numbers all that much but that is part of the deal with the Devil when you own your own business.

You know what an administrative assistant is - I am an administrative assistant that works remotely. I can do almost everything online and on the rare occasions when necessary, I am willing to travel to a (local) business for some aspects of my job.

The cost-effective aspect of my job sounds pretty far-fetched, right? Well, if you take into consideration that a traditional administrative assistant work at the office, using up company resources, there are aspects right there that you won't need to worry about while using a virtual assistant:

1. You pay for the services you wish to use and only those
2. There is no downtime where idle hands can get into trouble
3. You aren't responsible for paying benefits, taxes, or offering a pension after so many years - the virtual assistant is responsible for all that

4. You aren't responsible for upgrading professional skills to remain competitive, that falls on the virtual assistant

What everything comes down to is this: my goal is to help business owners with the daily tasks you simply don't have time for. Who wants to go through a hundred emails first thing in the morning looking for the important ones? Who has time to organize, research, and write your latest blog or social media post when you have a ton of other things to do? And what about all those projects and company objectives you've been thinking about lately? Do you have time to accomplish those while handling all the little things other could easily do for you?

My education and work experience have trained me for this. Not only do I hold a Bachelors in Business Administration and a Supply Chain Management Certificate, I have worked in the industries I am catering to. I understand the issues, concerns, and regulations required for each area. And I am the type of person who wants to learn new things all the time - if I *don't* know something, I will research it until I understand it. That's just how I am.

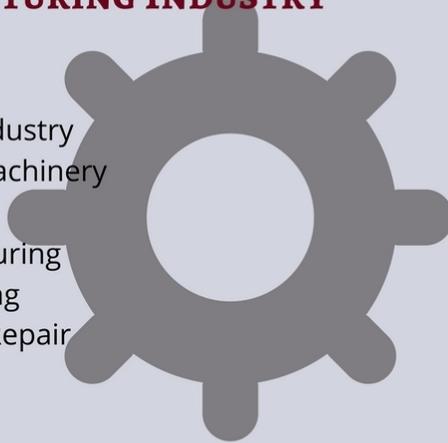
As a new business owner myself, I understand the stresses that come with the job. I understand that no matter how hard you try, some things just don't get done when you want. And that is completely understandable. That, my friends, is called life. And sometimes we need a helping hand.

For more information on Atwood, LLC and the services we can offer you and your company, please check us out at [<http://www.atwood-va-llc.com>]. We look forward to assisting you in the near future.

---

## MANUFACTURING INDUSTRY

- Fabricated Metals Industry
- General Industrial Machinery
- Primary Metals
- Aerospace Manufacturing
- Aircraft Manufacturing
- Shipbuilding & Ship Repair Industry



## TRANSPORTATION INDUSTRY



- Air Freight Transportation
- Rail Transportation
- Maritime Cargo Shipping
- General & Specialized Freight Trucking Industry
- Warehousing & Storage Industry
- Support Activities for Transportation

---

# Atwood, LLC Blog Connection

I have rounded up my latest industry blogs for your perusal. Please see below:

[The Art of Working From Home](#)

[Adventures of Opening My Own Business](#)

[The Difficult Decision to Return to the Maritime Industry](#)

[Supply Chain Management - What Can A Virtual Assistant Do For You Remotely?](#)

[Lean Manufacturing](#)

[Is It Logistics or Supply Chain Management?](#)

Interesting Information About Manufacturing Jobs - The History You Probably Didn't know

What Is the Apprenticeship/Journeyman/Master System?

---

**More Information Please!**



©2018 Atwood, LLC | 2843 SW Nevada Street Seattle, WA 98126

[Preferences](#)

[Unsubscribe](#)

Powered by **Mad Mimi**®  
A GoDaddy® company