



Personal Assistant for Hire

Reliable + Efficient + Confidential

Do you or a family member need a little help:

- *keeping things organized?*
- *dealing with medical care?*
- *paying bills and tracking finances?*
- *running errands?*
- *using computers or the internet?*

Let Rebecca Slivka assist you or your family member with a variety of tasks:

Health Care Advocacy

- help schedule appointments
- accompany client to appointments
- advocate for client at appointments
- take detailed notes
- help maintain health records
- research healthcare issues

Computers and Connectivity

- using email
- using social media
- internet browsing and shopping

Availability:

- Days, evenings and weekends
- Based in Seattle (Queen Anne)

Records and Bookkeeping

- organize financial documents
- assist with bill paying and recordkeeping
- balance bank and credit card accounts
- assist with tax preparation

Errands and Shopping

- assist with shopping
- assist with online purchases
- assist with hiring service providers

Cost of Services:

- Free initial consultation
- Hourly rate
- Long term arrangements available

Slivka Consulting
www.slivkaconsulting.com

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