

I have had the pleasure of working with Kim for over a year. She is my third experience with engaging a virtual assistant having been first alerted to this service potential over 12 years ago. Of the 3 VA's that I've worked with, Kim is hands down the best and here's why: She is a no nonsense, get it done professional. She is concise with her questions and precise with her delivery. She can do just about anything I have requested, and when she doesn't know how, she learns it by searching the web for information/education and then following up accordingly. She juggles a wide range of projects for me as one of her clients, but I never get the sense that she is too overloaded to take on my requests with great enthusiasm. She thrives on getting things done well and on schedule. How could I ask for anything more?

Beth Summers, PhD.

I am a North San Diego County attorney with a solo practice. While I have a wonderful full time assistant, the two of us were unable to keep up with the ever increasing work load. Looking to relieve some of the pressure, and make my practice more efficient, I contacted Kim Davis to handle our billing. Our billing program was not one Kim was familiar with but she was able to master it in no time. Several months ago we switched billing programs and Kim was able to seamlessly convert our billing to the new program. In addition to the billing Kim has been handling transcription of office notes and client correspondences. With my iphone it is so easy to dictate a letter, note, or memo and email it to Kim, who quickly transcribes and returns the dictation.

It has been a pleasure to have Kim helping us. Last month I hired another assistant so that I now have two paralegals at my office. Rather than turning the work Kim has been doing over to my new help I have been trying to figure out how to utilize Kim more. My only hesitation in recommending Kim is entirely selfish in nature. I know that when more professionals discover Kim, she is likely to get so busy she will not have time to continue helping our office.

**Steven S. Alkema
Attorney at Law**

I find Ms. Davis to possess excellent skills in various fields and that is one of her best assets. I have received her assistance in the following areas:

*Preparing legal documentation.
Computer troubleshooting and web page design.
Computer research for legal and business issues.
Assistance with computer programs both training and assistance after training.
Bookkeeping and accounting issues.
Notary Public services.*

Ms. Davis is a self-driven individual, who meets deadlines, she is courteous, very knowledgeable and possesses an excellent honesty and work ethic. As a self-employed individual with limited staff, I find her a wonder with assisting me.

**Rose Laski
Owner/Broker/Real Estate
Owner/Retail Liquor Store
Owner/Property Management Company
Owner/Broker/ Mortgage Lending**

Kim has a great attention to detail, and doesn't let anything slip by. No matter how unorganized you are, Kim can easily get all of your bookkeeping and tax documents in order, and work with your accountant to make sure everything is done properly. Thank you Kim!

**Daniel Enciso
Encisive Services LLC**

Working with Kim is a truly pleasure. She is diligent, prompt, proactive and trustworthy. When you turn a task over to Kim, you can do so with confidence that it will be completed in a timely manner. Kim also is not afraid to ask for clarification about what needs to be done, and she has a great deal of patience when working with difficult people or in difficult situations. She remains calm and focused when the going gets tough. Best of all, she keeps a good sense of humor regardless of what comes up.

**William C. Tayler
The Tayler Law Firm, P.C.**

Honest, authentic, hard-working, conscientious, resourceful, and sharp as a tack.

**Dorn G. Bishop
The Law Offices of Dorn G. Bishop, APC**

Kim's work habits are impeccable and she is absolutely reliable. I have utilized her ability for the last several years to keep the office books and to handle the office accounting for purposes of tax preparation which she performs nearly without any supervision. If she has questions or is concerned about a particular subject area she always asks the relevant questions and works to be sure that we are each on the same page.

I recently began renting office space to another attorney and Kim has assumed further responsibility in performing legal work for that attorney and also supervising his staff, scheduling, etc. She works well with others and is universally liked by her fellow employees. She is very adept at working with the courts and other offices in scheduling and other interactive matters and always has presented herself and my office with courtesy and professionalism.

**Rod O'Farrell
Attorney at Law**

She has a rare quality, when I ask her to draft a letter for me with just a few notes she can come back with the perfect letter indicating exactly what I wished to have in it without any editorializing on my part. She is a person who will take the initiative to get things done and also gets them done in a professional and timely manner. When asked to do a project there are no regrets in leaving it in her hands since I know it will get done. In addition, she has my utmost trust, in that I have her handling my books in the office as well.

**James Piazza
Attorney at Law**