



DONNA MARIE HAYMES

DONNA'S BUSINESS SERVICES

BIO

	Donna Marie Haymes, Donna's Business Services, LLC.
Summary of her life	<p>Mrs. Donna Marie Haymes is the 100% African American female owner of Donna's Business Services, LLC., which is a full-service Virtual Assistance Company with offices in Philadelphia, PA and NY, since January 15, 2000.</p> <p>Mrs. Haymes is a 62-year old married woman who is also passionate about her Business and as she says, "Her Business is her Baby!" Her Team and her are passionate about assisting busy CEOs with Excellent Virtual Assistance.</p>
Education	Associate Degree in Paralegal studies from Peirce College, Philadelphia, PA (private business school), 1991, and Marketing 101 Certificate from University of PA (Wharton School of Business), 2017. Other courses taken at Udemy – Wordpress, Quickbooks (online), Project Management and Professional Organization – 2017 and 2018.
Professional certifications or licenses	Business licensed with City of Philadelphia, PA and Jenkintown, PA, Member of IVAA (International Virtual Assistants Association)
Clients served per year	Roughly around 150
Digital photo of you	 

CREDENTIALS/EXPERIENCE

Credentials	<ul style="list-style-type: none"> Mrs. Haymes worked from approximately 1978 to 2002 full time in Corporate America and started DBS, LLC. while still working in Corporate America full time. She quit her full time job in 2002 to work
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	<p>full time in/on her Business. DBS, LLC was named by The Philadelphia Business Journal as a top Woman/Minority owned Business from 2013 to present (2022) and made their Book of Lists (from year 2016 to present). She has a Team of Assistants to help her Clients and operates at a high level of Business. Some of her Clients include:</p> <ul style="list-style-type: none"> • Clergymen • Doctors • Lawyers • People in Entertainment • Business Coaches • Authors/Writers • Politicians • DBS, LLC also serves quite a few other Business industries presently and previously
List of Services	<p>Virtual Assistance including:</p> <ul style="list-style-type: none"> • Paralog Services • Spreadsheets and Wordprocessing • Calendar management (Google and Outlook) • Email management (Gmail and Outlook) • Receptionist duties • Telemarketing calls/texts (including warm/cold) • Appointment setting • Email marketing – Mailchimp and Constant Contact • Internet Research • Website and blog creation/management – Wordpress, Wix, SquareSpace, GoDaddy, Big Commerce • Typing • Graphic Design – flyers, brochures, banners • Technology Training • Data Entry • Social Media creation and management • Our newest service – Legal Shield Associates

Promotions (for 1 st time Clients	We offer for the next 30 days from June 21 st to July 29 th , 2022, we will discount \$10/hr. off hourly Clients who sign a Contract and make their first payment.
Payment methods you accept	Quickbooks, Paypal, CashApp, Check, and Cash

AVAILABILITY

Office Hours/days	Monday – Friday, 8am. to 5pm., Saturdays, 9am. to 12noon, closed Sundays
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CONTACT INFORMATION

Phone number	Virtual Assistant – Donna Haymes DBS, LLC. – 267-571-5204 (office), and 267-324-9644 (mobile)
Email	donnassecretarialservice@gmail.com
Website	www.dbs-llc.com

ADDITIONAL INFORMATION

More about Donna Haymes, DBS, LLC.	<p>Donna Marie Haymes - Calendar</p> <p>Social Media –FB link; DBS LLC - Twitter link; DBS LLC - Instagram link.</p> <p>We look forward to hearing from you and am happy to service you and your Company!</p>
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