

advertisement



News & Classifieds provided
by the West Side Leader and
South Side News Leader

West Side Business News & Notes

9/8/2011 - West Side Leader

 Print This Article  Email This Article  Bookmark This Article

By Stephanie Kist

New small business resource offers help for start-ups, small businesses

FAIRLAWN — Lightseeds Office, an administrative resource owned by Holly Matson, has recently moved into Fairlawn and offers help for businesses just getting off the ground.

According to Matson, a freelance office worker is often the answer to issues of time- and money-management. With services offered either virtually through the Internet (via shared files, Skype and email) or live, a freelance assistant serves multiple business owners, working as few or as many hours as needed for a project.

Because there is no overhead involved (employment taxes, payroll, agency fees, etc.), hiring a freelance worker can save a great deal of money over hiring a temporary worker, Matson added.

After many years as an administrative and executive assistant, Matson developed Lightseeds Office, which provides assistance to solve a variety of needs, including creating marketing materials and managing social media like Facebook and LinkedIn, to proofreading and editing (for newsletters, blogs and books), to organizing an office.

Matson develops workshops, creates PowerPoint presentations and manages client services.

Details about Matson's business experience and services offered can be found at www.LightseedsOffice.com. To contact her, call 330-835-3876 or email Holly@LightseedsOffice.com.