

# Gal Friday



Location **California**  
<https://www.genclassifieds.com/x-374334-z>

Would you like to be more efficient? have more time? a shorter To Do list? extra hands? CALL ME.

Reservations, travel arrangements, appointments, emails  
 Driver (mileage rates may apply)  
 Life Analysis and Advice  
 Internet Research  
 Errands: shopping, returns, pickups/drop offs, post office  
 Computer tutoring  
 Lady-In-Waiting: for deliveries, service/repair people, inspectors  
 Automotive care, cleaning (repairs, car wash, oil change)  
 Bill paying  
 Home organization (drawers, closets, papers)  
 VIRTUAL ASSISTANT: Skype, WebEx, Join.Me, Google Hangout are all formats that allow us to communicate regarding tasks and talk face-to-face without our physically being in the same space. How cool is that! :-)

If you don't see what you need above, please call/email and ask me. I have been a personal assistant since 1998, formerly under the name Jill Of All Trades. Excellent references. \$30/hr. (one hour minimum. additional time billed in 15 min. increments)  
 My SERVICE AREA is approximately El Sobrante to Emeryville.

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learn, find the right person or resource, and get it done. Thank you so much!" Peter Jackson, Venice, CA  
(personal assistant for 6 years)

"We have used the services of Ms. Gable in our real estate management office for many years, and recommend her on the basis of her punctuality, trustworthiness, personnel management skills, and problem solving abilities. . ."

James Hirsch, San Francisco, CA