



Our Mission – My Versatile Secretary provides office support, so businesses can reclaim precious time professionally and personally.

Our Background – After 20+ combined years of office administration in the US Air Force, the corporate and nonprofit sector, I started my own business as a local and virtual assistant. Administrative, event planning and office organization services are available on an as-needed basis or for special projects.

The types of tasks offered include, newsletters, presentations, contact management and my absolute favorite - posting flyers. Hand posting flyers has grown into distributing other marketing materials to include brochures, guides and more. For simplicity, “berkshireFLYER” is used as the service name.

Our Blueprint for Success – I thrive on constant discovery of the people, places and natural beauty of the Berkshires.

While on a flyer run, enjoying the fresh air walking in 11-14 towns posting and distributing marketing materials, I get to

- share event and business information countywide
- meet new people and learn about their business/nonprofit organization
- discover new places to eat and shop
- connect people to services, events and each other

Contact Information –

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*This may not be your average
headshot, but this is me!*