

A top-down view of a desk with a laptop, a cup of coffee, a spiral notebook, a pen, and some flowers. The laptop is open, showing a dark screen. A cup of coffee is on the desk. A spiral notebook is on the left. A pen is on the right. Some flowers are in the top right corner.

Latarsha Williams

CEO
Virtual Assistant
Resume Writer

Get To Know Me



I'm Latarsha a freelance Virtual Assistant and the owner of LW Staffing LLC where I offers professional administrative support to entrepreneurs and small businesses providing Virtual Assistance, Temporary, Temp-to-Perm, and Direct Hire recruitment services.

I have 2 years experience as a Virtual Administrative Assistant and over ten years of administrative experience with a diverse background that includes legal services, property management, home health care, healthcare administration, benefits administration & human resources.

My knowledge of a wide variety of computer programs has allowed me to easily take on any task I am assigned, I possess strong analytic and strategic planning skills as well as high regard for the integrity for organizations and clients. As a detail oriented and organized professional I take pride in completing assignments on time and with accuracy.

If you are looking to hire or are in need of a Virtual Assistant to support you with the day to day tasks of your business contact me today for additional information.

My Services



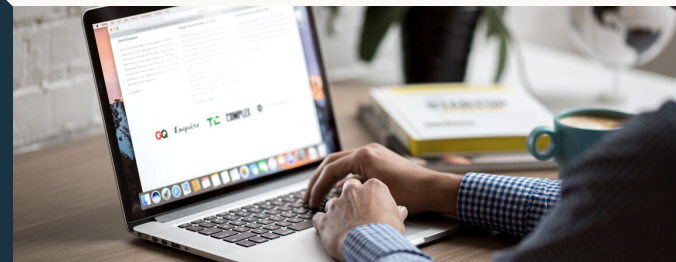
Staffing & Recruiting

Temporary, Temp-to-Perm, and
Direct Hire recruitment
services



Virtual Assistant

Data entry, spreadsheet management and
creation, Dropbox & Google Drive
maintenance, client research, sales, email and
social media management, website designs,
speech writing, donation solicitation letters,
portfolio creations.



Resume Writing

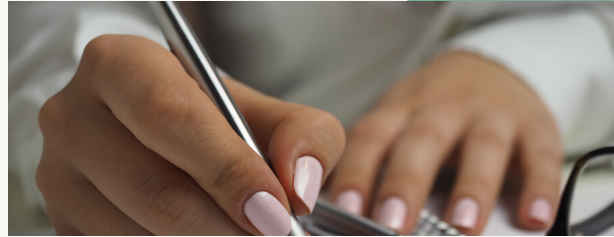
Resume and cover letter
creation and updating, LinkedIn
profile optimization

Testimonials



Tasha Toppin

The service was delivered in a timely manner. I was able to use the services provided immediately in my job search.



Tuneshia Worley

I like the feeling of individuality maintained throughout the entire process. I felt like I was the most important client and there was constant open communication, making me feel like a part of the process. Oppose to the company making all decisions



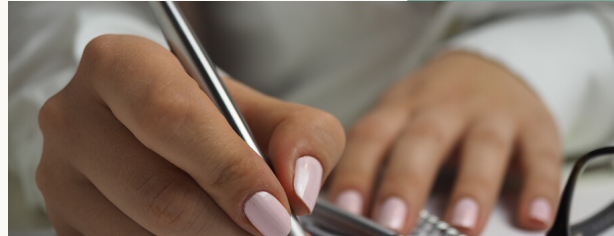
Keyshira Readir

I most certainly do recommend LW Staffing. If you want someone skilled, kindhearted, efficient that goes above and beyond, this is your go to company.

Testimonials & Websites



Wearing The Gospel Garment



Cassandra Kelley

Within days of contacting LW Staffing, I received a new up to date and improved resume. The service was prompt, efficient, and well worth the money. I plan on using LW Staffing for all my resume and CV needs from here on out. And did I say the price was right?!
Awesome work!!!!



LW Staffing LLC

Work With Me

Website

www.lwstaffing.com

Email Address

info@lwstaffing.com

Schedule Appointment

calendly.com/lwstaffing

