



Senior Living and Care Solutions

To Whom It May Concern,

I am delighted to endorse Tina Herrmann as an outstanding virtual assistant and professional organizer. Over the past six months—and continuing today—Tina has been an invaluable asset to my business, helping me stay focused on what I do best while ensuring that the operational aspects of my work run seamlessly.

Tina's calm and reassuring demeanor is one of her greatest strengths. The administrative tasks she handles for me—SalesForce management, invoicing, collections, drafting agreements, reviewing leads, and creating tasks in SalesForce—are areas that would otherwise consume my time and distract me from serving families in need. Her unwavering "I got this" attitude simplifies my workload and provides an immeasurable sense of relief, allowing me to concentrate on being an Elder Care Advisor.

Beyond her ability to take tasks off my plate, Tina possesses extraordinary organizational skills. She doesn't just manage tasks; she builds systems that make my business more efficient. Whether it's structuring reports in SalesForce, streamlining QuickBooks and Excel workflows, optimizing email organization, or making Google Meets more productive, Tina turns complex tools into intuitive systems that work for me rather than against me.

Professionalism is another area in which Tina consistently excels. She is always on time, meets deadlines, and immediately responds to my texts and emails. Given the unpredictable nature of my availability when working with older adults and their families, I'm often the one who falls short in these areas. Yet, Tina remains consistently professional, patient, and understanding, making her an indispensable part of my team.

I wholeheartedly recommend Tina Herrmann to anyone needing a highly skilled, dependable, and professional virtual assistant. Her ability to bring order to chaos and her commitment to excellence make her a true asset to any business.

Sincerely,

Christopher Lyboldt

Christopher Lyboldt
Owner, Senior Care Authority