

http://www



WILKERSON'S BUSINESS SUPPORT, LLC

April 26, 2008  
Volume 1 Issue 2

Wilkerson's Business Support, LLC would like to welcome you to the second edition of our newsletter. We would like to thank everyone for their support and positive feedback. We guarantee to keep you updated on our services, and offer tips on running a successful business.

## Introduction

### INSIDE THIS ISSUE

- 1 Introduction
- 2 What's Been Happening?
- 3 Tip of the Month

Have you ever felt overwhelmed with work and wish that you had more help but don't have enough money to hire extra staff? Wouldn't it be nice to devote all your time to promoting your business instead of doing basic administrative tasks? Well, Wilkerson's Business Support, LLC is here to provide the assistance needed in making sure you have time to run a successful business. Our mission statement is to provide individuals and businesses with exceptional administrative support and most importantly, great customer service. We aid companies without administrative assistance, companies that need help on special projects, and business owners that do not have the time or resources to perform tedious administrative tasks themselves. For a listing of our services please visit our website [www.wilkersonbusinesssupport.com](http://www.wilkersonbusinesssupport.com)

## About Us

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*I have found no greater satisfaction than achieving success through honest dealing and strict adherence to the view that, for you to gain, those you deal with should gain as well.*  
~Alan Greenspan

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Wilkerson's Business Support, LLC is co-owned by Derek and Patrice Wilkerson. Derek Wilkerson obtained his Bachelor's degree in Business Administration with a concentration in Management from Virginia Commonwealth University in May 2003. He started working at Duke University Medical Center in Durham, NC in March 2004 as a Health Unit Coordinator. In May 2005, Derek was hired by the Duke Clinical Research Institute in Durham, NC as a Staff Specialist. In August 2006, he was promoted to Data Technician at Duke Clinical Research Institute.

Patrice Wilkerson obtained her Bachelor's degree in Business Administration with a concentration in Accounting in May 2005. She started working as a Customer Service Representative at Telvista in November 2005. In the beginning of 2006, she was hired as an Elections Clerk with the Granville County Board of Elections in Oxford, NC. In June 2007, she was promoted to Deputy Director of the Granville County Board of Elections.

## What's been happening?

Patrice Wilkerson has just completed a Proofreading course offered by Universal Class. If anyone needs anything proofed, we are willing to fulfill your administrative needs at no charge. The instructor was very helpful in assisting Patrice with the tools that are needed to have a successful proofreading career. If anyone would like to take a specific course, Universal Class offers a wide variety of areas to study. You can go to [www.universalclass.com](http://www.universalclass.com) for more information.

# Certificate of Course Completion

Serial Number: 29A690858545

is presented to

**Patrice Wilkerson**

for work in the online course

## Proofreading and Copyediting 101

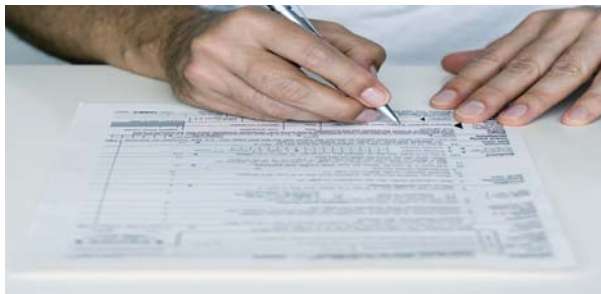
Date Enrolled	1/15/2008
Date of Final Visit	3/30/2008
Lessons Completed	14
Assignments Finished	15
Exams Taken	14
Surveys Submitted	1
Polls Voted	3
Discussions Posted	1
Days Visited (unique)	26
Final Grade	99%
Est. Contact Hours	20
Registered CEUs	1.0

Instructor Susan Patel issued this Certificate of Course Completion to Patrice Wilkerson on April 19, 2008 for the work achieved within the online course "Proofreading and Copyediting 101" conducted at UniversalClass™. Instructor Susan Patel had these specific comments about Patrice Wilkerson regarding the course:

*Patrice, you have successfully completed this course. It was a pleasure to have you as a student. Good luck!*

*Susan Patel*

Instructor Susan Patel



## Tip of the Month

### Virtual Assistant

If you are a sole proprietor or a small business owner who does not need (or have the budget for) a full or part-time employee to handle administrative tasks, you may want to consider hiring a Virtual Assistant. A Virtual Assistant (or VA) can handle some of your administrative tasks such as appointment follow up, preparing and sending out mailings, and other tasks that take you away from your core duties.

<http://www.smallbusinesses.lifetips.com>



## New Arrival

On March 8, 2008, proud parents Derek A. Wilkerson (co-owner) and wife Leslie W. Wilkerson gave birth to their first child Derek Antonio Wilkerson Jr.; he weighed 8 pounds and 2 ounces. We are so excited about our new arrival.



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*Let's be honest. There's not a business anywhere that is without problems. Business is complicated and imperfect. Every business everywhere is staffed with imperfect human beings and exists by providing a product or service to other imperfect human beings. ~Bob Parsons*

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