

# Go To Girl By The Sea

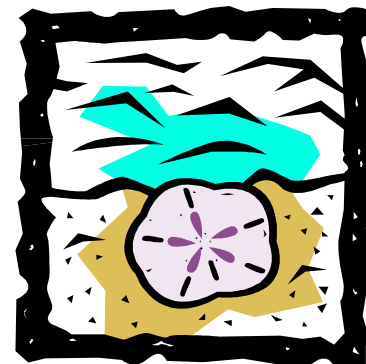
Do you need a  
Go To Girl?

Do you occasionally need an  
extra hand at home or work?

Do you sometimes wish that  
you had a personal  
assistant?

Do you wish there were more  
hours in your day?

Well...  
help is just a phone call or  
email away!!



Go To Girl By The Sea

North Oregon Coast

Phone (503) 861-8161

gotogirlbythesea@yahoo.com

<http://www.gotogirlbythesea.com/>

How about you  
freeing up some time  
to enjoy the more  
important things in  
life?

The Go-To Girl By The Sea is a full-service concierge/personal assistant/event planning company. With a calendar packed full of work, family, friends, clients, it can be difficult to accomplish your daily tasks. I understand this, I have cleared my calendar so I have time for your tasks. I have a comprehensive list of trade's people to meet your every need.



HOW CAN I SIMPLIFY YOUR LIFE?

Phone: (503) 861-8161  
gotogirlbythesea@yahoo.com

## GO TO GIRL BY THE SEA

She's the one to ...

- \* Help with your business
- \* Tackle your to-do list
- \* Organize your room
- \* Help plan your next cocktail party
- \* Care for your furry family member



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## I would love to be your *Go To Girl By The Sea* everyday of the week!

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Here are some of my services that I am very capable in helping you with:

### **Caring for your pets:**

I have been a pet sitter for the last 6 years. I can take your four legged family members to the vet, groomers & daycare; provide dog-walking visits, puppy nanny, and over-night pet sitting or day visits when you are away from home.



### **House Sit/Second Home First Responder:**

I live on the North Oregon Coast and know how hard it is to be away from your home and a storm comes through. I would be happy to check on your house and make sure everything is in working order, as well as, give it the "lived in look" while you are away. Such as turning on/off lights, checking your mail/newspaper, storm check, take out the trash, etc.

### **Running Errands:**

I love to shop and run errands! I can do your grocery shopping, drop off/pick up dry cleaning, library runs, holiday shopping/mailling, schedule and meet any contractors, cable guy, handy man (No one has 4 hours to wait around for the "sometime between 10-2"...your Go To Girl does), doctor visit transportation and even your gift wrapping.

### **Perform Secretarial Work:**

I have over 20 years experience working in professional offices, restaurant bookkeeping, and real estate. I am very good at composing letters, typing, and filing and have excellent phone etiquette. I am proficient in Microsoft Word, Excel, Outlook and PowerPoint. I am a quick study on other programs. If you have a large mailing, or just need reorganization, but you don't have the staff or you don't want to commit to payroll/benefits...Call your local Go To Girl by the Sea.

### **Cook meals in your home:**

I love cooking and have many years experience in event planning! I enjoy cooking intimate dinners for two, family style meals or finger food for your next cocktail party. I believe in using fresh ingredients and am happy to work with you to plan that next meal that you just do not have the time to worry about or plan.



Do not see a service that you are looking for? This is just to name a few. Call or email, I'm sure I can help take the stress out of your life.

### **References are available:**

I want you to feel safe and confident that I am reliable and dependable. I believe in providing excellent service at a fair price! See below for A La Carte Prices and Packages:

### **Hourly Packages:**

Hourly: \$20

40 hrs monthly: \$640

20 hrs monthly: \$360

10 hrs monthly: \$180

Overnight Pet Care \$25 up to 3 family pets

*Some services are a per case basis*

### **Contact your**

*Go To Girl By The Sea*

**Whitney Shelton**

**503-861-8161 or**

[gogirlbythesea@yahoo.com](mailto:gogirlbythesea@yahoo.com)

**Honest  
Positive  
Caring  
Intelligent**

**Multi-tasked & Creative Woman is  
looking to help de-stress your  
life!**