

## About VBS:

Company established in July 1998  
Managing Director: Christine Orth, German Native



## Profile:

With over ten years experience as a business professional, I can offer you a wealth of experience in international business, export sales & marketing, trade development, event and office management as well as executive assistance.

## Positions held:

- **Office Manager**, US-Law Firms, US-based Trade Development Organisations
- **Project Manager**, US-Software Company (Start-up)
- **Executive Assistant & Translator**, various large and mid-sized international companies
- **Export Sales Specialist**, German manufacturer of oil & gas measuring equipment, automotive parts supplier

## Education and Qualification:

- **Bachelor of Science in Business Administration** (City University, WA, USA)
- (equiv.) **Associate Arts Degree in English/French Linguistics** (College for Translators & Interpreters, Würzburg, Germany)
- **Marketing Management** (Akademie Bad Harzburg)

## Chamber of Commerce Certifications:

- Translator for English Linguistics, Specialist in Organization Theory, Office Administrator

**Excellence is not an act but a habit.**  
(Aristotle)

## Costs:

Flexible fee structuring: hourly rate or negotiable fee on project basis.



**Contact us by phone, fax, or e-mail and we'll be in touch with you soon!**

## Partner:

We operate as a (virtual) team/network of independent and experienced business professionals, each partner having a diverse business background.

## Contact:

### European Head Office:

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### USA Branch Office:

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[www.visa-business-services.com](http://www.visa-business-services.com)



**Success knows no boundaries.**



## Christine Orth Visa & Business Services



- ▶ **Business Start-up Services**
- ▶ **US-Visa Service**
- ▶ **Event, Conference, Travel & Meeting Planning**
- ▶ **Translation**
- ▶ **Project Administration**
- ▶ **Office Management**

**On-site or Virtual Office.**  
**- national and international -**

Not enough time to manage and market your business? Need temporary help for a project?



VBS is your business support solution, we partner with you over the long haul for your continued success. Our services are tailored to your needs. We offer integrated, service-oriented and state-of-the-art business services ranging from **organizational** and **administrative** help to **translation** and **general management assistance**.

We can operate as **VA (Virtual Assistants)** or **work locally** and, upon request **internationally**. Our experienced professional administrative agents work on an **as-needed basis**. This allows your business **maximum freedom** to concentrate on your core competencies. We deliver bottom-line results in a creative and professional manner to help you grow your business. Thus you keep your office staffing and equipment costs at a minimum and allow yourself time to develop, market, and promote your business.

**Outsourcing has become an affordable option for businesses of all shapes and sizes.**



### **Your incentives at a glance:**

- Excellent customer service and organizational skills.
- Extensive industry and client service background.
- Wide network of business and community contacts.
- Cost effective and efficient – fast turnaround.
- Work anywhere - anytime:  
operate from a virtual office, locally or on-site

**We will help you to succeed and expand your business...**

### **Event & Destination Management**

- Organization of all kinds of business meetings, conferences, seminars, workshops, roadshows, trade missions, global travel management
- Conception and budgeting of events
- Location Search
- On-site management

### **USA-Visa Processing (in Cooperation with US Legal Counsels)**

- Entire administrative visa application processing for each US visa: (incl. general visa information, visa renewal, how to apply, visas for treaty traders and investors, etc.)



### **Translation (German-English / English-German)**

- Financial, legal and commercial text
- Commercial and business correspondence
- Flyers, brochures, business reports, press releases
- Websites

### **Trade Development / Export Assistance (national – international)**

- Start or expand your export or trade activities
- Temporary assistance to bridge vacancies
- Project management
- Export sales & marketing support: e.g. prepare quotations, process letters of credit, obtain credit approvals and licences for export business, trade show organisation, arrange and accompany factory and trade show visits

**... to make your entrepreneurial dreams a reality!**

### **Project Administration, e.g.**

- Setup and coordination of Project Office
- Maintain documents and records
- Serve as „liaison“ for the project team
- Oversee project controlling and watch deadlines



### **(Temporary / Virtual) Office Management & Administrative Support**

- Start-up Business Services (manage and coordinate office setup)
- General Management Assistance
- Travel Management / Meeting Scheduling
- Drafting, processing of correspondence in German, English, French
- Defining, researching target markets/products
- Analysing or implementing office operations and procedures
- Preparing and drafting of presentations
- Marketing support