

Professional Association of Support Services

August Meeting/Office Visit

10am-Noon Saturday, August 14

Eve Lindi's Home Office
6539 Heather Ridge Way
Oakland, CA 94611

RSVP Deb Kalmon: Dkalmon@aol.com
By Noon, Thursday August 12



Eve Lindi, Virtual Assistant

Supporting You in Creative Work that Makes a Difference

I come to the VA business with a background in performing arts and arts administration. I earned a BA degree in Music from Oberlin College, and have spent most of my career working in arts organizations at all levels of administration, from box office to Board President and Executive Director. My experience gives me a unique perspective on the challenges business owners face in trying to stay focused on the big picture and be at their most creative, while making sure the details are handled.

I started my business in 2008, and have a varied client base including two subcontracts with other VAs, and several local small businesses. I am currently pursuing certification from VA Classroom in Virtual Events, and am working with a client on this year's Women Who Tech TeleSummit.

I am originally from the Boston area, and moved to Oakland in 1999. I live and operate my VA business in a 1927 log cabin with my husband Tom and two black cats named Java and Peet. We are all endlessly entertained and amazed by the varied wildlife of our canyon.

I look forward to showing you how I am set up. If there are specific questions you have, or things you'd like to know about the way I work, please feel free to contact me in advance.



Phone/Fax: 510-339-0519

Mobile: 510-393-9944

E-mail: eve@evelindi.com

Directions

The nearest freeway to my home office is Highway 13.

Take the Thornhill/Moraga exit, and follow signs for Thornhill Drive

Follow Thornhill Drive approximately 1 mile to a 4-way stop at Pinehaven/Woodhaven

Continue on Thornhill, approximately 1/4 mile to a sharp left onto Heather Ridge Way (street sign will be on your right)

Follow Heather Ridge Way approximately 1/4 mile to #6539 on left

You will see a large orange, yellow and blue house on the right, and know you've arrived!

Please know, our street is typical of the Oakland Hills—narrow and winding, with sketchy parking. Best street parking is on the right, just across from the house, or in the "block" or so before. Carpooling from Montclair Village is encouraged!

Link to [Google Map](#)

