

Who we are

Bright Light Virtual offers a range of communication and administrative services. We build partnerships with our clients to keep the line of communication open. We are committed to your success.

Evena Gottschalk : Principal



Our Services

- *Calendar management
- *Schedule maintenance
- *Power Point presentations
- *Spreadsheets
- *Database maintenance
- *Press releases
- *Brochures
- *Media kits
- *Biographies
- *Website content
- *Proposals
- *Proof reading & editing
- *Reports
- *Word processing

We give you time to focus on increasing your profits and client base. You only request our services when you need them. Above all, you do not need to provide us with an office, equipment, health benefits, insurance or overtime pay.

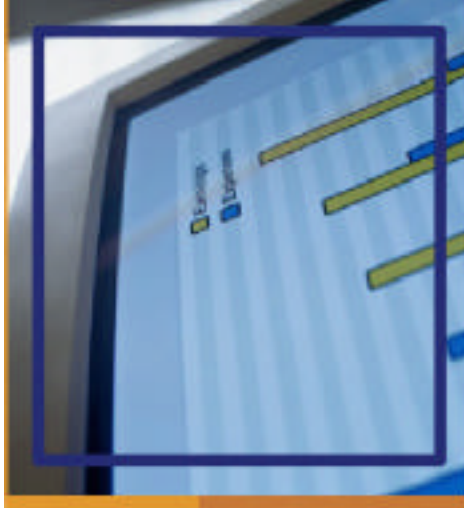
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Why a VA