

Not everyone needs a full-time PA. Why pay \$60K pa when you don't need to?

Documint Limited is a flexible administration support service. We help individuals, small businesses and larger companies by assisting them with one-off or ongoing projects using PowerPoint, Word and Excel.

Documint offers cost-effective, time-efficient administrative solutions to businesses throughout New Zealand and globally.

- Typically we work remotely, but can also provide on-site support to businesses within the Auckland CBD.
- Documint offers hourly, overnight and weekly rates.
- We provide 24/7 availability as needed.

Documint can create, design, edit or re-format your documents for you.

Our services include:

- > PowerPoint Presentations
- > Word Processing
- > Document Formatting
- > Desktop Publishing
- > Templates
- > Graphs / Charts / Tables
- > Audio & Digital Transcriptions
- > Flyers
- > Proofreading
- > PowerPoint Training

Natalie Berle Director

Natalie has extensive experience serving clients in the financial and telecommunications industries, including Morgan Stanley, Merrill Lynch, ABN AMRO, Deutsche Bank, Credit Suisse, Close Brothers, Goldman Sachs, Bank of America, The OECD, UBS, First NZ Capital, Telecom NZ and The Boston Consulting Group.



"Natalie's graphic work has really given my presentations a boost. I am reasonably good with PowerPoint but she took my ideas to a level beyond what I could ever do. I would certainly recommend her"

- **John Laurent**, Organisation Development Consultant

"I've been working with Natalie for over three years now and during this time we have compiled over 12 documents together for communicating key initiatives and strategies to key stakeholders. Natalie has the capacity to process loose drafts and bring them to life for further editing. She takes direction well and has not missed a deadline once. She's very precise, with a good eye for layout"

- **Tom Cotter**, General Manager of Content and Delivery
Emerging Business, Television New Zealand

"Natalie provides a superb service that is responsive and high quality. Natalie has worked on large and small scale projects with me and always delivers on time, within budget and helps find creative solutions to some of the trickier formatting issues I put her way. I consider Natalie an essential component to the success of my business"

- **Emma Maddren**, Maddren Consulting

"IBD have been engaging the temporary services of Natalie Berle since December 2004. Natalie supports our team of IBD executives after hours and during excessively busy periods to ensure client deadlines are met. Natalie is extremely reliable and always brings a smile to the office"

- **Rob Hamilton**, Managing Director, Head of Investment Banking,
First NZ Capital

"Natalie does what she says she is going to do, and always has it done by the agreed deadline. She goes the extra mile to make sure that her presentation is spot on. Nat meticulously captured every detail of our adventure. This has helped us immensely in our preparation for a website and book. I really value your help in getting us started, Nat"

- **Kevin Biggar**
Antarctic Adventurer