

# Chela HARDY

Virtual Assistant Expert, Author & Blogger |  
Workshop Facilitator | Publishing  
Professional

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## ABOUT CHELA

Chela Hardy's administrative background and a love of words—both their written and spoken power—have taken her career down a path that absolutely makes sense: working with authors, many of whom are also speakers who use their books as a way to grow their businesses through speaking engagements, course delivery, and workshop facilitation.

As a longtime **Virtual Author Assistant**, Chela guides individuals through the self-publishing process and assists small publisher clients in the role of Publishing Project Manager. As a **Virtual Speaker Assistant**, she offers services to professionals who speak from the stage, facilitate workshops, lead seminar and conference breakout sessions, and more.

Chela has been an Adult Ed instructor for Loudoun County Public Schools (Virginia) for over ten years teaching the course "How to Start & Run a Homebased Virtual Assistant Business". The author of *Noted! Business Lessons Learned from Twenty-Two Years of Virtual Assistance* (March 2024), Chela lives, writes, sings, and works from home in North Carolina.

## INTERVIEW/PANEL TOPICS

-  Design a Virtual Assistant Business That Lasts
-  Hire a Virtual Assistant to Help You Grow & Scale Your Small Business
-  Grow Your Virtual Assistant Business with Author & Speaker Clients
-  Write, Publish & Market a Book With the Help of a Virtual Author Assistant
-  Get Booked on Podcasts & Conference Stages With the Help of a Virtual Speaker Assistant



## BOOKS



## FEATURED CONVERSATIONS



## BOOKING INFO



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