

Professional Biography for:  
**Victoria M. Parham**

# Victoria M. Parham

## PERSONAL DATA

**Name:** Victoria M. Parham

**Titles:** Retired Military Spouse, Army Veteran, Mom, President, and Chief Technology Officer

**Occupation:** Virtual Business Owner

**Company:** Virtual Support Services, LLC

**Address:** P.O. Box 825, Emporia, Virginia 23847

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## HIGHLIGHTS OF ATTRIBUTES

- \* Recognized as an authority on Virtual Working Concepts and Virtual Assistant Industry
- \* Highly creative and innovative, not afraid to take risks
- \* Team builder, highly effective committee member
- \* Resourceful in maximizing available resources, developing contacts and information sources
- \* Committed to helping people live better lives

## ACCOMPLISHMENTS

Victoria (Vicky) M. Parham is president and chief technology officer for VSSCyberOffice.com, a leading outsourcing provider of online virtual business entrepreneurship training and virtual team staffing solutions.

Born on January 20, 1968, Parham grew up in Newark, New Jersey. Her late father, Harold Mitchell Sr., was a jazz trumpeter who worked with some of the greatest bands of the Swing Era. Her mother, Helen M. Mitchell, is a nurse and an actress who's shared the television screen with many of today's high profile celebrities. In 1986, she graduated high school and joined the United States Army. There, she discovered her interest in computers at age 18. In 1989, Parham left the Army to devote her energies to motherhood. She continued to serve as a reservist until 1994.

Living a lifestyle of transition every 2-3 years soon became old for Parham. Motivated by a passion to help people lead better lives, Parham began seeking for her life's purpose. One day while at work for a government agency in Savannah, Georgia, Parham decided that she no longer wanted to be an employee but an entrepreneur.

On April 5, 1994, she formed "Victoria's Secretarial Services" an home-based brick and mortar company. Parham served as a personal coach and consultant to over 500 military personnel and civilian employees, providing services such as resume cultivation, marketing, sales, application preparation, Internet job searching, mock interviews, dress attire, and career transition counseling. An Army veteran and military spouse herself, Parham understood the challenges and worked tirelessly to help prepare and motivate her colleagues and their family members. She supported military personnel and civilian employees located throughout the United States and overseas. In a short time Parham's clients began landing jobs with companies like Perdue, Boeing, Hughes Air Craft, and Brown and Root. The local business and church community also received support that included, secretarial services, notary public, onsite temporary support and desktop publishing.

In an effort to create a total portable career for herself, Parham worked day and night researching potential career opportunities. And, in January 1997, she launched a new online virtual company called Virtual Support Services, (vsscyberoffice.com). This new virtual work model would allow her to live the company's slogan "*Working Virtually, Anytime - Any place.*"

A recognized subject matter expert in this new and rapidly growing industry, Parham continues to provide consulting and mentoring services under government contract to military spouses and family members through a program called the Virtual Business Owners Initiative.

Technologies like a laptop, web cam, portable printer, cell phone, email, instant messenger, online meeting places, video-based web conferencing solutions, and online eLearning portal have allowed Parham to expand her services globally connecting with clients around the globe. Parham has also managed to use the Internet to form virtual alliances in Texas, Delaware, Virginia, New Jersey, New York, and the District of Columbia.

Parham, who's known as a risk taker, challenged her own technology know-how and virtual capabilities in August 2000 when she was faced with another military relocation from Maryland to Anchorage, Alaska. Armed with her laptop, cell phone, pager, mobile printer, web cam and zip drive, Parham ran her virtual company from the family SUV what she refers to as her "mobile office". During the cross country drive (22 days, five hours, and 30 minutes) She answered email, collaborated with team members and clients, conducted conference calls, performed data entry, word processing, mailings, updated the company website and processed overnight express projects and invoices.

In addition to her love of technology, Parham is an online instructor where she trains individuals on how to start, grow, and manage their own online virtual business in cyberspace. In her spare time, she writes syndicated self-help articles (which can be found online) for those interested in starting their own virtual business.

Parham is a member of the Emporia Chamber of Commerce, Working Moms Survival Network, and various other online groups.

## **COMMUNITY INVOLVEMENT**

*Volunteering and giving back to the small business community is important to Parham, currently she serves as a:*

- **Service Corps of Retired Executives, Email-Based Counselor (SCORE)** – providing counseling to new business startups in the nationwide program of the US Small Business Administration.

Parham was married on Feb 27, 1988, to Andre F. Parham. The couple has one child: a daughter. Parham is an avid reader, and enjoys spending quality time with her family and attending church.

*"Think Big, Dream Big, and Always Allow your Purpose to be your Passion "*

*- Victoria Parham, President / CTO  
VSSCyberOffice.com*