



Peggy Everson
President

All services are offered on-site or virtually

- **Professional Business Organizer**
- **Online Business Manager**
- **Virtual Assistant**
- **On-site Facilitation Support (seminar, workshop, board meeting)**
- **Employee/Customer Satisfaction Surveys**

Consultant Support

- on-site facilitation support – focus on client interaction while all information is captured,
- tool results (SWOT, PESTEL) are printed immediately,
- the development of customized spreadsheet applications,
- spreadsheet data can be captured “live” on a projector so the entire room can see/edit their input immediately,
- spreadsheet data can be sorted immediately according to client priorities,
- development and analysis of employee/customer satisfaction surveys
- preparation of report within 48 hours of event.

Virtual and On-site Business Organizing

Administrative Support

- we create and maintain both soft and hard filing systems, develop customized spreadsheet applications, arrange appointments, prepare monthly billing, organize client liaison functions, prepare marketing and communication materials.
- our computer skills are excellent: MS Outlook/Office, Word, Excel, Power Point; CRM Databases, Internet and Web based applications.
- we are accustomed to working within highly confidential environments.
- our strengths include budget maintenance, problem solving, strategic plan implementation, marketing and both oral & written communications.
- we utilize strong multi-tasking and project management skills.
- we demonstrate resiliency and flexibility in environments undergoing significant change.
- we are proficient at delivering seamless customer service and dealing with a diverse range of senior public and private sector professionals.
- we have had a wide range of clients – consulting firms (strategic planning), marketing/communications firms, accounting firms, landscape architect, executive coach, teachers, daycare facilities.

Database Management

- we create and maintain database systems – we were able to meet a client's requirements for a multi-layer database as they had numerous leadership teams that had to be easily identified and grouped appropriately.

Market Research

- we managed a team of 15 volunteers for two weeks while conducting telephone surveys,
- monitored a rebate program for an electronics client,
- compiled data from a mail-in questionnaire,
- we have been involved in focus groups for various clients.

Event Planning

- organized corporate leadership team retreats,
- worked in conjunction with various consultants planning corporate workshops and board meetings
- organized retreats for individual clients.