



**TOO SUCCESSFUL TO
KEEP UP WITH THE
DAILY MINUTIA OF
YOUR BUSINESS?**

KELLIE COWLES

35 years expertise in:
AUTOMATION
BOOKKEEPING
CUSTOMER SERVICE
DATA MANAGEMENT
STAFFING
TRAINING

**RELIEVING SMALL BUSINESSES
OF THEIR BACKOFFICE BURDENS
SINCE 1994**

**LIMITED AVAILABILITY
626-241-6096**

Services in the San Gabriel Valley available by
project, contract or employment.
Temporary or permanent

SERVICES OFFERED:

BOOKEEPING:

- Account Receivables - Update and Audit
- Account Payables - Update and Audit
- Banking and Account Reconciliation
- General Ledger Maintenance
- Month End Closing
- Payroll and Employee Records

CUSTOMER SERVICE:

- Client and Vendor Collections
- Client Service and Support

DATA ENTRY AND MANAGEMENT:

- Database Conversions
- Documents and Forms Created/Updated
- Filing Systems Organized - Hardcopy & Electronic
- Handbooks and Manuals Compiled/Updated
- Redundancies Reduced/Eliminated
- Systems Streamlined
- Workflows Created/Updated

FACILITY SPECIFIC:

- Business Relocation - Logistics and Oversight
- Inventory Control
- Lease and Vendor Contract Negotiation
- Office Layout and Design
- Purchasing and Stocking
- Repair and Maintenance - Building and Equipment

SOFTWARE APPLICATIONS:

- Adobe Acrobat, Apple-Mac, iPad, iPhone, Applied Systems, Dropbox, Facebook Ads, Google Drive, Instagram-Biz, Linkedin, Mindbody, MS Office Suite, PC, Quickbooks/QB Online, Twitter, Windows, Wordpress, Yelp for Biz, ZenPlanner

STAFFING:

- Applicant Search and Initial Screening
- Office and Software Training
- Team Building and Special Event Planning

*"I give your business the same impeccable care that I give my own.
Clarity, Confidentiality, Integrity, Loyalty and Respect... all essential."*

Kellie Cowles