

*Quality Executive Business Management Consulting & Publishing With The Utmost Of Integrity*



Consulting, Coaching, Teaching & Publishing with over 25 years proven experience & knowledge in various aspects of Business. RRR Consulting & Publishing provides Consulting in Business Management, Human Resources, Computers & Software, Investigations, Reporting, Legal Docs, & Career Development. Robin is known as a strong Leader continually promoting Positive Re-Enforcement while creating win/win strategies.

**Consulting:**

Able to communicate fully at various levels throughout any given company & assist in instilling valid and proven Standard Operating Policies & Procedures. One-on-one or Group consultation on a large variety of subjects acting as a key liaison in creating win/win strategies for all involved.

- A. Positive Re-enforcement Specialist
- B. Career Counseling & Job Hunting Specialist
- C. Work with various aspects of confidential information
- D. Interact closely with all levels of personnel to fulfill appropriate Company needs
- F. Investigations, Data Forensics & Reporting

**Project Management & Strategic Planning:**

- A. Assess, advise on and maintain various projects
- B. Create & maintain project guidelines
- C. Assess, advise & assist in Facility Business Planning & Budget Planning

**Process Improvement:**

Full Research, Analysis & Process Improvement throughout  
\*\* INVENTORY CONTROL SPECIALIST \*\*

- A. Continuous Improvement:
  - \* Manufacturing \* Production \* Customer Service
  - \* Sales & Marketing \* Inventory Control Practices
- B. Consult, advise & assist in areas of Operations Mgmt;
  - \* Initiate/revise cycle counting, with strong emphasis on appropriate Inventory Control.

**Human Resources & Personnel Management:**

HR Support - Consult & advise on appropriate actions, employee consultation. Support, devise & distribute organizational charts for all internal departments, create & organize job descriptions for all employees – working closely with all internal Managers and employees.

- A. Prevailing Wage summaries for Executive Management
  - \* Compensation & Appropriate Salaries
  - \* Wage/market value assessment & reporting
- B. Human Resource Research & Development
- C. Career Development
  - \* Resumes \* Job search \* Career advancement
- D. Create/implement Job Interviewing models for various departments & positions
- E. Create & implement employee review forms & procedures
- F. Recruit & assist in training departmental staff

**Information Technology:**

- A. Data Forensics/Investigations
- B. Recruit & assist in training IT departmental staff
- C. Advise, analyze & assist with:
  - \* Various software packages \* Mainframes
  - \* Networks \* Personal computers
  - \* Computer Maintenance & Administration
- D. Departmental Meetings & Management Functions
- E. Report Generation & Tracking

*Look For Us on:*



**Motivational Speaking:**

**Motivating Companies, Teams & Individuals for 25 Years. Teaching "Outside the Box" Approaches & Solutions.**

**Technical Writing for Numerous Entities:**

**You name it -- we can write it quickly & professionally!**

- A. Flow & process control.
- B. Revising 'drafts' into professional documents i.e.:
  - \* Legal reports for attorneys \* Data compilations
  - \* ISO Documentation
- C. Custom systems documentation (Software Specific, &/or Network, Database).
- D. Specialized Forms Design for Internet/Intranet.
- E. Specialized Graphics manipulation.
- F. Human Resource Documentation;
  - \* Job Descriptions \* ORG Charts \* Prevailing Wage Summary
  - \* Compensation Surveys \* Specialized Graphs
  - \* Charts & Presentations \* Electronic Quality Systems
  - \* SOP's (Standard Operating Procedures)
- G. Excellent Resumes & Cover Letters

**Publishing & Design:**

We can create/re-create just about any document necessary from personal, to legal, including special events &/or corporate/business needs. Ask for samples of our work - we have quite a variety!

- A. Forms design & creation:
  - \* Invoices \* Purchase Orders \* Order Forms \* Bid Sheets
  - \* Letterhead \* Cut Sheets \* Contracts
- B. Graphic design:
  - \* Business logos \* Graphic manipulation & clean up
- C. Desktop Publishing:
  - \* Brochures \* Flyers \* Posters \* Cards \* Business Cards
  - \* Customized Mailing Lists \* Customized Price Sheets
  - \* Customer Mailings

**Training/teaching:**

Specialized classes & presentations tailored to specific company needs or requirements.

- A. Manufacturing & Production
- B. Customer Service
- C. Human Resource Issues/Concerns
- D. Information Systems & Basic Computer
- E. Microsoft Office Programs
  - \* Word \* Excel \* PowerPoint
  - \* Access \* Mail Merges \* Outlook
- F. Freight & Shipping
- G. Continuous Improvement
- H. Conduct demonstrations at Trade Shows



Documents created for some of our Clients

