

Productivity Consulting & Training

+ elevate your productivity +



Capability Statement



Mims Business Consulting is a certified woman-owned business, with over 24 years experience in workflow systemization, administrative and office productivity consulting and training. Our reputation for excellence is rooted in our commitment to delivering exceptional results by helping our clients **increase efficiency**, and **enhance profitability, billing and productivity**. We take a strategic approach to operational efficiency, with customized solutions and training designed to transform your team's workflow practices.

Core Competencies

- Office Productivity Consulting
- Procedure and Process Improvement Consulting
- Productivity Training & Workshops
- Office Operation & Workflow Analysis
- Workflow Systems Improvement & Implementation
- Project Management & Administrative Consulting
- Operation Manuals & Workstation Manuals
- Continuity preparation for downsizing and growth management
- One of the few companies specializing in law firm office system setup

Past Performance / Core Competency Highlights

NATHA, Pasadena, CA

Workflow System & Workstation Documentation—Devised and implemented workflow productivity system; revamped filing and records maintenance systems; and created workstation procedure manuals.

Law Office of Dori B. Hightower, Stamford, CT

Project Management Organization—Setup trial prep document retrieval system for instant-access during multi-million dollar trial. **Office Operation & Workflow System Analysis / Staff Training** — Implemented filing and workflow systems; provided workflow training to legal assistant.

Certification

Women's Business Enterprise National Council (WBENC)



Memberships

Leadership Pasadena Alumni Member



National Association of Professional Organizers (NAPO)

Fiduciary Round Table of the San Gabriel Valley



Awards

THE Magazine 50 Fabulous Women - 2013

Women in Business "Most Inspirational" - 2005

Profiled in *Los Angeles Times*, *Pasadena Star-News*, *Pasadena Weekly* and on KTLA's "Making It"

NAICS Codes

541611 611430

541614 561110

561410 561492

D&B: 02-442-3191

UNSPSC Codes

80000000 80101702

30222701 94131603

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