



Your Professional
Helper, Ltd.



MBE/EDGE Certified, State of Ohio
MBE City of Columbus

Saving you time,
Saves you money.
We are invested in your success!

Your Professional Helper, Ltd.

7652 Sawmill Road, Suite #301, Dublin, OH 43016

Phone/Fax: 614-889-4712

About Your Professional Helper, Ltd

Established in 1999, Your Professional Helper, Ltd (YPH) is a business consulting firm specializing in providing IT consulting services with a focus on software applications, business processes & implementation and training. In addition, we offer professional services via Concierge services and personal assistance. Using innovative technology and proven processes, our team serves clients across the United States, both on-site and remotely as an extension of their staff. From IT Support to Concierge services, we save our clients time and money.

Business Snapshot

Certifications:

- MBE City of Columbus
- MBE Certified State of Ohio
- EDGE Certified State of Ohio
- Certified Professional Value Management Professional (PVMP)

UNSPSC codes:





- **80101500** – Information Technology & Business Consultant
- **81111800** – System Analysis & Technical Support
- **80101600** – Project Management
- **82111500** – Technical Writing
- **81112200** – Customer Relationship Mgt Software
- **81111700** – Management Information Systems (MIS)

NAICS Codes:

- **541512** - Computer Software Consulting Services
- **541511** - Computer Software Analysis & Design Services /Computer Software Support Services
- **541611** - Administrative Management/Business Management Consulting Services
- **541614** - Productivity Improvement/Process Consulting Services

Business Overview

Your Professional Helper, Ltd.
MBE/EDGE Certified, State of Ohio, MBE City of Columbus

-  **Location:** Dublin, OH 43016
-  **POC:** Marla Jones, President & Owner
-  **Ph/Fax:** (614) 889-4712
-  **E:** info@YourProfHelper.com
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-  @YourProfHelper
-  Your Professional Helper LTD

Key Differentiators

- Experienced: Your Professional Helper, Ltd (YPH)** owner has 20+ years in the Information Technology field as a Business Analyst and is highly skilled in: Requirements Analyst & Documentation, Training and Documentation, Application Integration Specialist, Business Process and Implementation Specialist and Project Management
- Project Value Management Professional (PVMP) Certification
 - Private and Government sector experience
 - Salesforce Experience (**CRM**)
 - Industry Knowledge: Telecommunications, Health Care, State of Ohio
 - 20 years supporting Small Businesses/Organizations/Individuals
 - Specialization in assisting small Law offices

Core Competencies

- ❖ IT Consulting Services, such as:
 - IT Technical Support
 - Advanced skills in Microsoft Suite of products including Visio and PowerPoint.
 - Skilled at Training your staff on software applications
 - Business process and re-engineering
 - Web-Developing
- ❖ Remote and On-Site Office Support
 - Effective Communication via Telephone, email, and in-person.
 - Appointment scheduling
 - Host/Attend meetings on clients' behalf
 - Traditional and Internet Research and data analysis
 - Document creation, editing and proof reading
 - Writing White Papers
- ❖ Executive Concierge
 - Business/Personal Errands
 - Shop/Pick up of Office Supplies
 - Courier services between offices
- ❖ Personal Assistance

The YPH Difference

Range of Concierge Services – We provide a full range of concierge services including: errands, courier services for businesses with several locations, meeting planning, hosting events and more.

Detailed and Analytical – Our team is skilled in researching and analyzing issues and documents, to writing white papers and capturing data via spreadsheets and analysis of the data.

Association Management – Providing the tasks and activities that support an organization and their members. The tasks can range from: IT support, meeting management, membership services, project management, marketing, financial management

Unmatched Customer Service – We're dedicated to providing our clients with superior customer service through customization, flexibility and responsiveness.

*** All services and personnel are located in the United States.**

The IT Department & Office Support for Small Businesses Nationwide

Serving Small Businesses, Entrepreneurs, Organizations & Busy Professionals

Your Professional Helper, Ltd (YPH) is a time savings solution company. One call to YPH brings you the solutions and support your business needs to accomplish your goals, without the additional overhead. We are invested in your success!

Do you need?

- Technical (IT) Software Assistance
- Office Support
- Writing, Editing & Proof-Reading text
- Traditional & Internet Research
- Executive Concierge and Errand Services
- Assistant in your Law Office (we specialize in law offices)
- Healthcare Benefits/Claims Consultant
- A Project Manager
- Training of staff on new software
- Association Management Services

We can:

- ✓ Complete conventional tasks so you can stay focused on growing your business
- ✓ Perform tasks that are not your area of expertise
- ✓ Assist with time robbing tasks
- ✓ Help boost office productivity
- ✓ Your concierge for your business needs
- ✓ Act as your liaison in personal matters

We help businesses focus on growing their business via: marketing, servicing clients, developing new products and new income streams instead of focusing on the daily operations.



Developed with Small Businesses in Mind

We understand that small businesses require flexibility, reliability, and responsiveness to keep running. That is why we offer short-term and long-term service options.

Hire us for a few hours, a few days, for a project or on a contract. Contact us today to find out how we can help your business succeed!

YourProfHelper.com