



Your Professional Helper, Ltd.

dba **YPH Technologies**



The IT Department & Office Support

Serving Small Businesses, Entrepreneurs,
Organizations & Busy Professionals

Your Professional Helper, Ltd | 7652 Sawmill Road, Suite #301, Dublin, OH 43016 | Phone/Fax: 614-889-4712

About Your Professional Helper, Ltd (YPH)

Your Professional Helper, Ltd (YPH) is a business consulting firm specializing in providing IT Consulting services and Business Operations support. 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!

Your Professional Helper, Ltd helps businesses focus on growing their business via: marketing, servicing clients, developing new products and new income streams instead of focusing on the daily operations.

Do you need?


- ✔ Software Assistance & Training
- ✔ Virtual Assistant
- ✔ Office Support
- ✔ A Project Manager
- ✔ Writing, Editing & Proof-Reading text
- ✔ Traditional & Internet Research
- ✔ Executive Concierge
- ✔ Law Office Assistant


Your Professional Helper, Ltd can:

- ✔ Complete conventional and time robbing tasks so you can stay focused on growing your business
- ✔ Perform responsibilities outside your area of expertise
- ✔ Help boost office productivity
- ✔ Provide business concierge services
- ✔ Act as your liaison at meetings (virtual/in-person)

Business Overview

Your Professional Helper, Ltd. dba YPH Technologies

 Marla Jones, President & Owner

 (614) 889-4712 Ph/Fax

 info@YourProfHelper.com

Certifications:

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

We Eliminate Time Robbing Tasks

Core Competencies

- ❖ IT Consulting Services
 - Virtual Assistant
 - Microsoft Suite of Products Expertise
 - Software Application Training
 - Business Process & Re-engineering
- ❖ Virtual Assistant Services
 - Effective Communication
 - Your “Back-Office” Support
 - Host/Attend Meetings
 - Research & Data Analysis
 - Documents & Forms Creation
 - Writing White Papers
 - Law Office Support
- ❖ Project Management
- ❖ Executive Concierge

The YPH Difference

Detailed and Analytical – Owner has 20+ years in IT as a Lead Business Analyst. Skilled in research & analyzing issues and data. We can also write your newsletters, articles and white papers.

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

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.**