



Your Professional Helper, Ltd.

dba **YPH Technologies**



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

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

YPH Technologies

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

| Phone/Fax: 614-889-4712

## About YPH Technologies

**Your Professional Helper, Ltd (YPH) dba YPH Technologies** is a business consulting firm specializing in providing IT Consulting and Business Operations support. We have also branched out with **YPH Technologies**, serving corporations and government sectors both on-site and remotely. **YPH Technologies** has a focus on software applications, business processes & implementation and training.

### Mission

Our time is spent providing technical support and business management assistance to help you develop strategies to maximize opportunities and accomplish your goals.

### Business Snapshot

#### Certifications:

- ✓ MBE City of Columbus
- ✓ MBE, WBE, and 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. dba YPH Technologies**  
**MBE, WBE, and EDGE Certified, State of Ohio**  
**MBE City of Columbus**


 Marla Jones, President & Owner

 (614) 889-4712 Ph/Fax

 info@YourProfHelper.com

 www.YourProfHelper.com

 @YourProfHelper

 Your Professional Helper LTD

## Key Differentiators

**Experienced:** Owner has 20+ years in the Information Technology field as a Lead Business Analyst and is highly skilled in: Project Management, Requirements Analyst, Training and Documentation, Application Integration & Process Specialist.

- ✓ Private & Government sector experience
- ✓ Industry Knowledge: Telecommunications, Health Care, State of Ohio
- ✓ Salesforce Experience (CRM)
- ✓ 20 years supporting Small Businesses/Organizations/Individuals
- ✓ Specialization in assisting small Law Offices
- ✓ Project Value Management Professional (PVMP) Certification



Your Professional Helper, Ltd.  
dba **YPH Technologies**



The IT Department & Office Support  
Serving Small Businesses, Entrepreneurs,  
Organizations & Busy Professionals

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## 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.**