

Over the course of my career I have held many roles, managed businesses and organizations, and established myself as someone who can lead people, projects, and process implementation. Now, I am seeking to apply my skills and experience to help your business or organization operate more smoothly.

As a manager I focused on training a diverse staff, analyzing trends and data, and creating an atmosphere that people enjoy being a part of. As a consultant for businesses and nonprofits alike, I review contracts and budgets to find cost-savings, utilize tools & the latest tech to make improvements to processes, and work strategically with everyone involved in order to become more connected, organized, accountable, and efficient.

A millennial raised in between the roll-up-your-sleeves era and the tech boom, I understand the value of being someone who can dive in and find solutions to problems. My dad is a mechanic and I grew up tinkering, getting dirty, and fixing things. My mom is an accountant and I learned from her the importance of rules, procedures, and documentation.

I am proficient with a myriad of software, tools, and resources (*Asana, Mailchimp, Smartsheet, Microsoft & Google Suites, Zapier, DocuSign, and much, much more*) as well as organizational practices like onboarding procedures, emergency planning, business modeling, and strategic planning.

Here are some of the things I can help you and your organization with:

- Process & Technology Review
- Process & Technology Implementation
- Hiring & Onboarding Procedures
- Customer Relationship Management (CRM)
- Automation & Dashboard Creation
- Vendor Relationship & Tracking

Reviewing current processes takes time away from your mission and focus. If implementation is not done properly, you or your staff will revert to old habits, wasting a lot of time, energy, and money - which will simply cause frustration and tension. If you are interested in reviewing your current procedures or want assistance with overhauling or implementing new processes, let's work together - I would love to help your organization become more streamlined!

My passion and creativity comes through in the work that I do and I am happy to provide references from many of the organizations I have worked with who can attest to how we've worked together or my ability to create positive change in the workplace.

Yours,



Bruce Teeter