

PROJECT PORTFOLIO

Client: The Networking Institute, this client operates within the Networking, Speaking & Presenting, Diaspora and Philanthropy sector

Project: Operations Management

Role: Operations Manager (virtual & on-site)

01

Start of project

Goal:

Keep business operations run efficiently

Project dates:

2020 - Ongoing



02

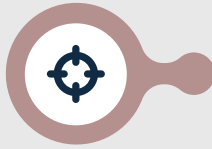
Timeline

May 2020:

Contract outlined

May 2020- Ongoing:

- Systems set-up
- Weekly check-ins
- Creation SOP's
- Hardware set-up
- Creation digital filing system
- Outsourcing specs
- Client follow up



03

Individuals involved

COO

CEO

External Consultants:

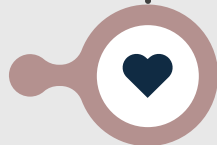
- Learning specialist
- Videographer



04

My added value

Creating a structure with processes and procedures to keep the business running smart and efficiently, so the CEO and COO can focus on their actual tasks.



05

Tools used

- Notion
- Email for communication
- Thought Industries
- G-suite



06

Client review

"Your sunny disposition and professional approach make everything seem so normal and routine and we much appreciate all the help."

