



Accounting and Auditing

- ✦ Identifying misappropriated or uncollected monies
- ✦ Implementing integrated computerized systems to link different business units
- ✦ Contributing to revenue growth, cost reduction, and profit improvement

Advertising

- ✦ Capturing or managing major clients, contracts, and campaigns
- ✦ Demonstrating a combination of creative talent and business skills
- ✦ Earning honors, awards, media coverage, and other “reputation-building” recognition

Association and Not-for-Profit Management

- ✦ Increasing membership, geographic expanse, and prominence
- ✦ Increasing membership fees, revenues, and funding
- ✦ Influencing favorable legislative policies

Banking

- ✦ Growing lending volume, deposits, and customer base
- ✦ Expanding into new markets, new products, and new services
- ✦ Reducing A/R, write-offs, and risk and asset exposure

Clerical/Administrative Support

- ✦ Streamlining work processes and improving work flow
- ✦ Eliminating redundant or repetitive tasks
- ✦ Automating previously manual office functions

Communications

- ✦ Writing marketing, advertising, and customer communications
- ✦ Designing multimedia systems for conventions and trade shows
- ✦ Crafting speeches and investor presentations