AMANDA STOWE

BUSINESS PROCESS & DOCUMENT MANAGEMENT CONSULTANT

Dynamic and results-oriented Business Process & Document Management Consultant with over 20 years of dedicated experience empowering small to midsize businesses through effective data and document organization strategies. Specializing in crafting bespoke document management database systems and streamlined processes, I have a proven track record of enhancing efficiency and driving profits for diverse enterprises. Proficient in a wide array of tools and technologies including Microsoft Access, SQL, Oracle, Visual Basic, MS Excel, and more, I excel in translating client requirements into robust database solutions. With a keen understanding of business needs, I collaborate closely with stakeholders to design and implement tailored databases that optimize workflows and maximize productivity. My unwavering commitment to excellence and client satisfaction ensures swift and seamless Microsoft Access Database Development services, making me a valuable addition to your team.

MY PRIOR PROJECTS

- ✓ Develop tailored document management systems for law firms, financial institutions, and other business owners ensuring organized case files with robust security measures using Microsoft Access, Excel, Microsoft SQL, Salesforce, and Google Sheets.
- ✓ Design data entry systems for small businesses, offering efficient search, reporting, and dashboard functions for enhanced management.
- ✓ Partner with entrepreneurs to create prototype database systems for investor presentations, showcasing scalable solutions for new applications.
- ✓ Streamline retail inventory management with advanced database technologies, optimizing stock tracking and order fulfillment processes.
- ✓ Implement CRM systems for service-oriented businesses, enabling personalized client interactions and targeted marketing efforts.
- ✓ Automate financial reporting for accounting firms, consolidating and analyzing data for informed decision-making and regulatory compliance.
- ✓ Enhance project tracking for construction companies with centralized databases, enabling real-time progress monitoring and budget control.
- ✓ Optimize supply chain logistics for manufacturers through inventory control systems, facilitating demand forecasting and supplier management.
- ✓ Develop event management systems for hospitality businesses, simplifying event planning and attendee management processes.
- ✓ Implement compliance tracking systems for healthcare providers, ensuring adherence to regulatory standards and promoting patient safety.
- ✓ Offer very strong business requirements gathering, Executive level communication, and report development skills

PROJECT EXPERIENCE

BUSINESS PROCESS & DOCUMENT MANAGEMENT CONSULTANT   DEC 2014-PRESENT
AMANDA NICOLE CONSULTING

- Collaborate closely with the business owner's top process specialist to comprehensively document and analyze existing business processes related to the project at hand.
- Develop and present database system proposals aimed at enhancing efficiency and replacing outdated processes, while ensuring seamless implementation within budget and timeframe constraints, with minimal disruption to business operations.
- Gather project requirements from business owner/client including software currently used, details of business process and end goal to be accomplished.
- Prepare project budget, timeline, and requirements documentation for client review and approval.
- Collaborate with client-provided or in-house teams to execute system development as outlined in the project requirements.
- Conduct thorough checks, validations, and testing of all completed work, ensuring adherence to specifications, and request necessary changes prior to client submission.
- Deliver finalized projects to clients within budget parameters and agreed-upon timelines, ensuring satisfaction with the end product.
- Support clients in implementing Google Forms for efficient customer data collection in cases where website-based solutions were not preferred.

BUSINESS DATA/REPORTING PROCESS CONSULTANT   JAN 2007-FEB 2014
ELANCE/UPWORK

- Collaborated with clients to gather, consolidate, analyze, normalize, clean, and generate reports for business data.
- Partnered with clients to develop and document streamlined business processes aimed at enhancing efficiency and driving profitability.
- Assisted clients in producing process and training materials, including videos and manuals, to facilitate the onboarding of new staff members.
- Guided clients in digitizing and outsourcing manual processes to improve operational efficiency.
- Applied data analysis and/or data modeling techniques to establish, modify or maintain data structures to increase efficiency of structures and components.
- Multiple healthcare clients, which includes working within HIPAA compliance, multiple EHR/EMR systems including EPIC, and constantly working with PHI.
- Participated in the development and maintenance of data standards to ensure consistency across databases.
- Worked closely with reports/system developers and business executives to design, develop, and test reports.
- Queried information from various data sources and databases including Salesforce, MS Dynamics, SQL and Oracle to create complex reports using Pivot Tables, V-lookups, Macros, VBA etc.
- Regularly provided accurate data information for parent company auditors, as well as clarifying and researching data discrepancies.

LET'S WORK TOGETHER!

* I've worked with a total of 130 companies on various projects in all industries. **I've worked on projects for Hanesbrands, Wake Forest Baptist Medical Center, Wells Fargo, Labcorp, USAA, CFG, Pantera Marketing, Tucker Technology In, Meilinger Consulting PC…and the list goes on. I am eager to consult your company!**

To work with me, email me at amanda@amandanicoleconsulting.com, or visit www.amandanicoleconsulting.com