TANK GREEN: SMALL BUSINESS ADMINISTRATION CONSULTANT

With 25 years' experience as the sole administrator and bookkeeper in a variety of SMEs, I excel at *designing, reviewing, overhauling, and implementing bespoke business administration systems*. My systems are unique and are designed to reflect the nature of your business and the users of your system. My guiding philosophy is that no one likes admin, so I design *highly efficient and logical systems* designed for minimal effort and maximum data collection whilst remaining *GDPR compliant.* I am an extremely capable *planner* and *project manager* who can *see the big picture* whilst taking care of the details. I bring *clarity, focus and vastly improved efficiency* to small businesses, and assist small businesses in achieving their goals.

I can:

- Work with what you've got. (i.e. I won't try to sell you expensive software solutions.)
- Work long-term on an ad-hoc basis, or on a one-off "fix me" project basis.
- Get the details to take care of themselves with simple to use systems.
- Help you regain clarity and control and peace of mind.
- Help you refocus on why you went into business in the first place.

Get in contact with me today to discuss how I can help you and your business.

E: sme@tankgreen.com | W: tankgreen.com/business/ | LinkedIn: TankGreen

My technical skills:

- MS Office Suite and similar free versions (e.g. OpenOffice, Google Docs, etc.)
- Bookkeeping & Payroll Software (e.g. QuickBooks, Xero, Sage, etc.)
- Cloud-based Storage & Backup Solutions (e.g. SharePoint/OneDrive, DropBox, etc.)
- Rental Management Systems (e.g. Current RMS.)
- Marketing Solutions (e.g. MailChimp, Eventbrite, Facebook, Twitter, LinkedIn, etc.)
- Web Design (e.g. WordPress, Photoshop, etc.)
- Highly tech literate, so can easily source and train on other useful software solutions.
- Good knowledge of Digital Accessibility solutions.
- Fully conversant in Mac and Windows.
- Excellent writer, editor, and proof-reader as I have a History PhD.
- Excellent qualitative researcher.
- Experience in impact evidencing.

I have experience, and interest, in the following industries and areas:

- Arts / design / music / media
- Light manufacturing / crafts / trades / maker culture
- Charity / social enterprise
- Big Data
- Heritage and history
- Education and literacy
- Independent shops

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