



"Pinklady101" Computer Consultant
Website and Document Design / Maintenance
NEW - "Smartphone" Training

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Get the Free Mobile App at

<http://gettag.mobi> so you can scan
on your Smartphone to my website.

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I am a **Computer Consultant** offering the following services:

- creation and re-design of your websites and documents
- design letterhead, business cards and labels
- maintain both your websites and documents
- training on the use of computer applications and healthy computer maintenance

NEW - did you get a **"Smartphone"** and need help on figuring out how to use it and all its features - now offering this service.

MISSION

To help clients achieve their goals by providing assistance in reducing time consuming and costly administrative procedures by creating and/or re-engineering their websites or documents and training on Microsoft applications as well as healthy computer maintenance.

Providing personal, professional, and courteous service based on the principles of trust, loyalty, and integrity to both individuals and business owners who recognize the need for help or improvement.

EXPERIENCE

- Xerox Corporation - 40 years
- Nicknamed "Master of Document Creation" at Xerox
- Websites designed for the Xerox sales organizations were "Xerox benchmark"
- Maintaining websites and training employees on the use of Microsoft applications
- Multi-task administrative projects to assure that they are completed and documented
- Websites and Documents - I love to "prettify" and take them from "ugly ducklings into beautiful swans" and make them more readable and user friendly - see "before and after" link below

SERVICES

- Create and maintain websites
- Creating and maintaining documents utilizing Microsoft applications such as Word, Excel, PowerPoint, Publisher, etc.
- Create or re-design existing websites and documents and/or maintain them
 - i.e. revamp template websites, supply price lists along with associated documents, convert old hardcopy documents into electronic ones that people can tab to each cell, etc.
- Designing letterhead, business cards, labels, etc.
 - I can also create smart tags so those people with a smartphone can go directly to your site, phone #, etc. from their phone. (look at my business card to see what they look like)
- Training employees on computer applications and healthy computer maintenance
- Clean computers of the junk they accumulate - and makes it go sooooo slow !!! Also, will teach you how to do it yourself.
- **NEW** - have you gotten a **"Smartphone"** and now you need help on figuring out how to use it and all its features - I am now offering this service.

SAMPLES OF WORK

Websites - LIVE:

[http://www.pinklady101.com/CompConsult/CustDocs/\\$PL101-Documents/101-Websites.pdf](http://www.pinklady101.com/CompConsult/CustDocs/$PL101-Documents/101-Websites.pdf) (Actual Document)

or <http://www.pinklady101.com/LiveWebsites.htm> (Actual Website)

Documents: <http://www.pinklady101.com/CompConsult/CustDocs>

Before and After Documents:

[http://www.pinklady101.com/CompConsult/CustDocs/\\$Original-Redesigned-Docs](http://www.pinklady101.com/CompConsult/CustDocs/$Original-Redesigned-Docs)

REFERENCES AND TESTIMONIALS

- References are available upon request
- Here is a link to some Testimonials:
[http://www.pinklady101.com/CompConsult/CustDocs/\\$PL101-Documents/\\$PL101-Testimonials.pdf](http://www.pinklady101.com/CompConsult/CustDocs/$PL101-Documents/$PL101-Testimonials.pdf)