



CAPABILITIES STATEMENT

Eileen Behr, CAP-OM-TA
775-392-1002
eileen@elb-admin.com
www.elb-admin.com



Services

- Transcription
- Document Review and Data Compilation
- Document & Presentation Preparation
 - Advanced formatting
 - Proofreading
 - Word processing
 - Presentation slide deck generation
 - Chart & graph development
 - Fact checking / permissions acquisition
- Internet Research
- Interview and Survey Scheduling & Follow-up
- Section 508 Accessibility Compliance
- Research Assistant/Support
- Personal and Corporate History Projects
- ... and other administrative assistance

Software and Application Expertise

- Microsoft Office
 - Word
 - Excel
 - PowerPoint
 - Outlook
- Adobe Acrobat
- DropBox

Additional Software Knowledge

- Microsoft Sharepoint
- Adobe InDesign
- Asana
- Endnote

Summary

With more than 25 years in the administrative support industry and 13 years in the transcription field, Eileen Behr CAP-OM-TA and her staff provide high quality, professional results customized to your requirements, on-time and within budget. We are located in Northern Nevada and have clients nationwide.

- All work is performed in the United States.
- All transcription, proofreading, and document review staff are experienced.
- Knowledgeable in business, technology, and academic terminology in many fields.
- Standard, Fast, and Rush rates available.

Company Designations & Certifications

DUNS: 079875751
CAGE Code: 7EHB3
WOSB (Woman-owned Small Business)
HUBZone certified
Nevada Emerging Small Business (ESB)
NAICS: 561410, 541720, 518210
SIC: 7389, 7338, 2731, 8732

Individual Certifications and Awards

- Microsoft Office Specialist (MOS): Word
- Certified Administrative Professional, Organizational Management and Technical Application specialties (CAP-OM-TA)
- Certified Authors Assistant
- Certified Speakers Assistant

Awards

National Winner, Administrative Excellence Award (OfficeTeam)
National Finalist, Administrative Mentor Award, (Adecco)

Clients/Projects

SRI International: Center for Education Policy,
Center for Technology in Learning
Essence Publishing
J. Koppich & Associates
Sertoma Music & Craft Fair

Behr Administrative Support Solutions

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Capability Statement available at www.elb-admin.com