

# Résumé

## Pamela Mims

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### PROFESSIONAL EXPERTISE

- Over 17 years experience as a professional organizing consultant
- Highly creative and imaginative in needs assessments and problem solving
- Comprehensive experience in multiple aspects of business operations
- Specialize in organizing law firms and attorneys
- Demonstrated success at identifying processes and complex systems
- Proven ability to build client trust and relationships
- Extremely well-organized from conception to completion

### ORGANIZING CONSULTANT

- Implement and restructure office and file management systems increasing productivity and performance.
- Productivity Consultant to businesses, attorneys, and non-profit organizations.
- Implement and design office and staff procedural manuals.
- Create and assess time and project management methods towards accomplishing tasks and goals.
- Work with clients in file and office organization in order to streamline operations, establish goals and implement strategies to achieve those goals
- Organization of files, records and confidential matters for individuals, small businesses and home based entrepreneurs.
- Facilitate downsizing for retirees/elderly.
- Conduct organizing workshops for various organizations and Bar Associations.
- Manage all aspects of administrative board, council and management meetings in addition to taking minutes.

### ACCOMPLISHMENTS

*Recipient of 2005 "Most Inspirational" Women In Business Award*

*Profiled in Los Angeles Times, Pasadena Star News & Pasadena Weekly*

*Appeared in KTLA's "Making It"*

MEMBER OF NATIONAL ASSOCIATION OF PROFESSIONAL ORGANIZERS (NAPO)

