

WELCOME TO SUCARO – where you'll get the help you need when you need it.

Working on individual tasks or working as a remote member of your team, I will complete your tasks accurately and on-time. I will help you turn your data into effective information and help you keep your business or project running smoothly and efficiently. Large or small, one-time or ongoing, I provide services to meet your specific needs.

For more information: info@sucaro.ca 800-644-6955

INFORMATION MANAGEMENT SERVICES

Turning your data into useful information. Organising, monitoring, analysing... I can help you maintain accurate up-to-date data and distribute concise effective information.

- **Analysis reporting** - Analysis reports created to give you information to help plan and manage your business or project
- **File management** - An effective file management system designed to allow you to quickly file and find documents
- **Project management** - Provide an up-to-date status on schedule and budget that lets you see progress and issues at a glance
- **Monitoring & Evaluation Design** - M&E plan including indicators, methods of verification, and verification schedule
- **Database evaluation** - Evaluate how well your system meets your needs and where valuable improvements can be made
- **Quality control** Comprehensive quality control on new system development and system upgrades
- **Your unique tasks** - If you have tasks not listed, email us a brief description and we'll let you know how we can help you

VIRTUAL ASSISTANT SERVICES

- **Document processing** - Professional consistent documents formatted to your specifications
- **Forms and templates** - Make document creation more efficient and consistent
- **PowerPoint Presentations** - Clear interesting presentations designed for your audience
- **Bookkeeping** - Accurate up-to-date records and reports
- **Personal Assistant** - Email sorting, schedule monitoring, document tracking
- **Database maintenance** - Data entry, distribution of reports, quality control of data
- **Your unique tasks** - If you have tasks not listed, email us and we'll let you know what we can do

POLICIES & RATES

Your Information

We do not share your information with anyone unless you authorize it or the law requires it. We consider all your information important and valuable and do not use it for any purpose other than that specified in the service contract's Non-Disclosure Agreement.

Service Contract

All work requires a service contract. Service contracts can be created for any combination of services and time requirements to meet your specific needs.

Rates

Rates are dependant on type and amount of work and the duration of the service contract. Services can be negotiated at an hourly rate or a fixed amount. Large projects require a deposit. Hourly rates generally range from \$35 to \$50 an hour.

Payment

Invoices are issued monthly and are due upon receipt. Payments may be made by cheque or by PayPal.

ABOUT US

Carol Friesen, founder of Sucaro, worked as consultant for over 20 years supporting large and small clients in both private and government organisations. As a partner in two consulting firms, she has experience in all aspects of running a successful small business.

With a focus on information technology and management, she has worked in numerous roles including project manager, facilitator, business analyst, and MIS consultant. Her experience spans a range of sectors: service, health, education, payroll/HR, financial, and manufacturing.

She has combined her natural organising skills with project management expertise to become an effective implementer. She has the ability to take a visionary's ideas, figure out what is needed to implement them, and then plan and monitor activities to provide an ongoing status and minimize "surprises".

With 10 years of international experience, she is able to research and identify differences in business practises and to adjust communications to reflect respect for cultural differences.

Whether developing a technology plan, monitoring project activities, designing analysis reports, or implementing a training plan, her numerous repeat clients are a testimony to the quality of service she provides.