

Productivity Consulting & Training

+ elevate your productivity +



Capability Statement



Mims Business Consulting is a certified woman-owned business, with over 25 years experience in helping businesses dramatically improve office efficiency and productivity. Our talent for analyzing processes, identifying issues, and developing solutions to increase efficiency have helped our clients **enhance profitability, billing and productivity**. We are office efficiency strategists who collaborate with you and provide solutions designed to transform your team's workflow practices.

Core Competencies

- Business Process Improvement
- Office Productivity Consulting
- Office Operation & Workflow Analysis, Systems Improvement & Implementation
- Project Management & Administrative Consulting
- Procedure & Workstation Manuals
- Continuity preparation for downsizing and growth management
- Staff implementation training & team productivity workshops

Pamela Mims

Principal & Productivity/Office Efficiency Strategist

Pamela is an award-winning entrepreneur and office efficiency consultant. She launched the company in 1994, after serving as a legal secretary at firms such as O'Melveny & Myers, Loeb & Loeb, and Hill Farrer & Burrill, where she first developed office systems to increase efficiency. Pamela is also a speaker and workshop presenter on the topic of office efficiency.

Past Performance Highlights

Law Office of Dori B. Hightower, Stamford, CT

Project Management Organization: Setup trial prep document retrieval system for instant access during multi-million dollar trial. **Office Operation & Workflow**

System Analysis: Evaluated & implemented workflow and filing systems; conducted staff interviews; and provided staff workflow training. **Virtual Assessment:**

Detailed needs assessment for process improvement and staff procedures.

Lazy L. Foundation, Pasadena, CA

Needs Assessment, Tracking System & Process Improvement:

Worked with the trustee. Conducted needs assessment and implemented simplified tracking systems for complex & time-sensitive documents and requirements.

Wartell Trusts, Orange County, CA

Assessed and implemented a **universal records management system** for multiple complex trusts; developed file system instruction manual.

NATHA, Pasadena, CA

Workflow System & Workstation Documentation—

Devised and implemented workflow productivity system; revamped filing and records maintenance systems; and created workstation procedure manuals.



Contact

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NAICS Codes

541611 611430

541614 561110

561410 561492

UNSPSC Codes

80000000 80101702

30222701 94131603



Some of our clients include:

Barnholtz & Kugler	Law Offices of Fay Arfa
Beven & Brock	Leadership Pasadena
City of Pasadena	Pacific Valley Medical Group
City of San Marino	Pasadena Neighborhood Housing Services
Flintridge Foundation	Sotheby's
Georgia Daniels, Mediator	Southern California Edison (SCE)
Home Depot	UBS Financial Services
Irsfeld, Irsfeld & Younger	USC Dental Alumni Association
L.A. County Business Technology Center	Wartell Trusts
Law Offices of Dori N. Bye (CA & CT)	Win-Win Workplace Solutions

Certification



Women's Business Enterprise National Council (WBENC)

Awards & Press

Woman of Distinction Nominee 2017
THE Magazine 50 Fabulous Women 2013
Women in Business Award 2005
Profiled in *Los Angeles Times*, *Pasadena Star-News*,
Pasadena Weekly and on KTLA's "Making It"

Memberships

Fiduciary Round Table of the San Gabriel Valley
Leadership Pasadena Alumni Member
Los Angeles Legal Secretaries Association
National Association of Professional Organizers (NAPO)
ProVisors

