



SASquier Consulting

customized services for your
project, program, event



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Cage Code	4XN21
D&B	167707111
Certifications	NYS WBE, Federal WOSB

CAPABILITY STATEMENT

Summary

Sheila Squier is the sole proprietor of SASquier Consulting founded in 2007 and is experienced working remotely with geographically dispersed clients on both local and national projects. Sheila has deep expertise in program / project management support; event planning and logistics; customer / partner relationship management and communication; and administrative support functions.

Core Competencies

Project Management Support; Program Coordination and Implementation

SASquier Consulting has extensive experience in project management support and program coordination and implementation. Sheila is able to take a project or program and craft a practical implementation plan for keeping people and deliverables on track.

Event / Meeting Planning & Logistics

SASquier Consulting has delivered forums, symposia, convenings and trainings. Her work includes but is not limited to venue research and contracting; participant registration and communication; marketing; logistics, food & beverage, AV, room design and set-up; on-site event management; and evaluation.

Relationship Management

SASquier Consulting brings a strong customer service approach to relationship management with a focus on promptness, personalization and anticipating needs. Sheila's work has included communication management, newsletters and webinar production, interviews / surveys / evaluations, technical assistance and support, certification oversight of individuals or organizations, contact information upkeep and grant review.

Volunteer Management

As a regular volunteer herself, Sheila infuses volunteer management with that perspective. SASquier Consulting has expertise in volunteer recruitment, orientation and training.

Administrative Functions

Without comprehensive administrative support functions being provided, an office's operations do not run as efficiently or as effectively as possible. SASquier Consulting is adept at developing and maintaining administrative processes that reduce redundancy, improve accuracy and efficiency, and achieve organizational objectives. Sheila has done transcription, conference call facilitation and note-taking, document / manual formatting, work group support, internet research, database upkeep and data integrity.

Expertise

Sheila's client-focused approach builds positive and productive business relationships that are cost-effective and achieve established goals. Self-motivated with exceptional follow-through and dedication, Sheila couples her strong organizational skills with attention to detail, adherence to deadlines, and sound decision-making while maintaining an up-beat work environment.

Customers

NeighborWorks National Homeownership Programs
NeighborWorks Northeast District
NeighborWorks Center for Homeownership Education and Counseling
Spring Four (formerly Mortgage Keeper)
Hope Now Alliance