

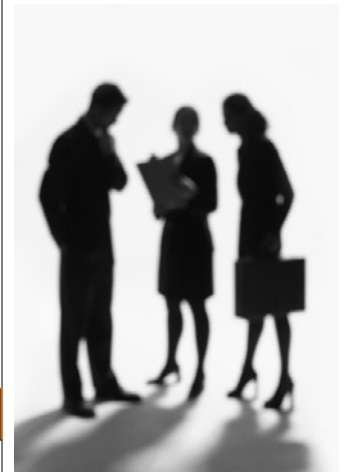
Totally Organized, LLC

Capabilities Summary



www.totallyorganized.biz

Totally Organized, LLC, is a certified participant in the Small Business Administration (SBA) 8(a) program, through year 2015. Totally Organized, LLC is also HubZone Certified and certified as a Pennsylvania woman owned small business which was founded in 1994. Totally Organized, LLC provides administrative support, trainings, conference/event management, and project management to government agencies, non-profit and for profit entities. Working with clients, we focus on concepts techniques and tools to effectively train employees to manage projects, events and information. Totally Organized, LLC has a talent team from a broad spectrum of industries that enables our clients to be more proactive, anticipate business problems, improve their performance and improve their business skills to think and act like managers and leaders.



Company Principal

Janet M. Taylor: Company Owner and CEO has 25 years of experience which includes Management and Administration. She has worked in management, administration, job specification and conference logistics for the Naval Aviation Supply Office, City of Philadelphia and US Army Reserves.

Key Employees

Administrative Project Manager: Lynn Edwards possesses 15+ years of office management and executive level administrative experience.

Conference/Event Project Manager: Terri Rhodes-Williams possesses 22+ years of experience organizing government agency events, conferences, business receptions and trainings.

Management Development Project Manager: Christine Lewis Varley possesses 25+ years experience in developing learning modules for professional trainings.

Past Performance

Management Consulting

Administrative Support
City of Philadelphia
Les Brown Enterprises
US Army Reserves

Management and Development Training
IKEA
Internal Revenue Service
JP Morgan
Secret Service

Conference Management

NASA

Project Management

City of Philadelphia
Environmental Protection Agency

NAICS Codes

541611: Records Management, Administrative Management, Office Planning
561110: Office Administrative Services
561920: Conference/Meeting Management
611430: Professional and Management Development Training

Company Information

DUNS No.: 009009023

Cage Code: 3UUG7

Corporation: PA 2003

SBA 8(a) Certified
Small Business

SBA HubZone Certified
Small Business

Accept all Major Credit
Cards & Federal Gov-
ernment Purchase Cards

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