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Let's Get Started

BUILDING YOUR DIGITAL RESOURCES

HEY, I'M ALEXIS

I am business consultant that specializes in providing top-notch business management resources. With my extensive experience and expertise in business development and management, I am dedicated to empowering entrepreneurs and business professionals with the tools and knowledge they need to succeed in today's competitive landscape. I am passionate about representing diverse voices and perspectives, and my content reflects my commitment to inclusivity and empowerment.

Through engaging and informative content, I aim to inspire, educate, and empower individuals to achieve their business management goals.
I am known for innovative and practical content that covers a wide range of business management topics, including employee handbooks, media kits, and business proposals. My resources are carefully crafted to provide actionable insights, practical tips, and best practices that are tailored to the needs of my audience. With exceptional communication skills and engaging writing style, I have established my self as a trusted resource for business owners, managers, and aspiring leaders alike.

Alexis

DIGITAL RESOURCES DEVELOPMENT PROCESS

- Initial Request: The process starts when a client submits a request for digital resources such as employee handbooks, media kits, proposals, or other materials. This can be done through blushbizmgmt.square.site.

- Information Gathering: Once the request is received, the intake team collects relevant information from the client. This may include details about the purpose of the digital resource, the target audience, any specific branding or design requirements, and any content or materials that the client wants to include. This is done via Google Form https://forms.gle/wAXzypUNi8hktcd18 .

- Consultation: The intake team schedules a consultation session with the client to further discuss the requirements, clarify any ambiguities, and gather additional information. This can be done through Zoom. All conferences must be recorded.

- Documentation: The intake team creates a detailed documentation plan of the information gathered, including the client's requirements, preferences, and any other relevant details. This documentation serves as a reference for the subsequent stages of the process.
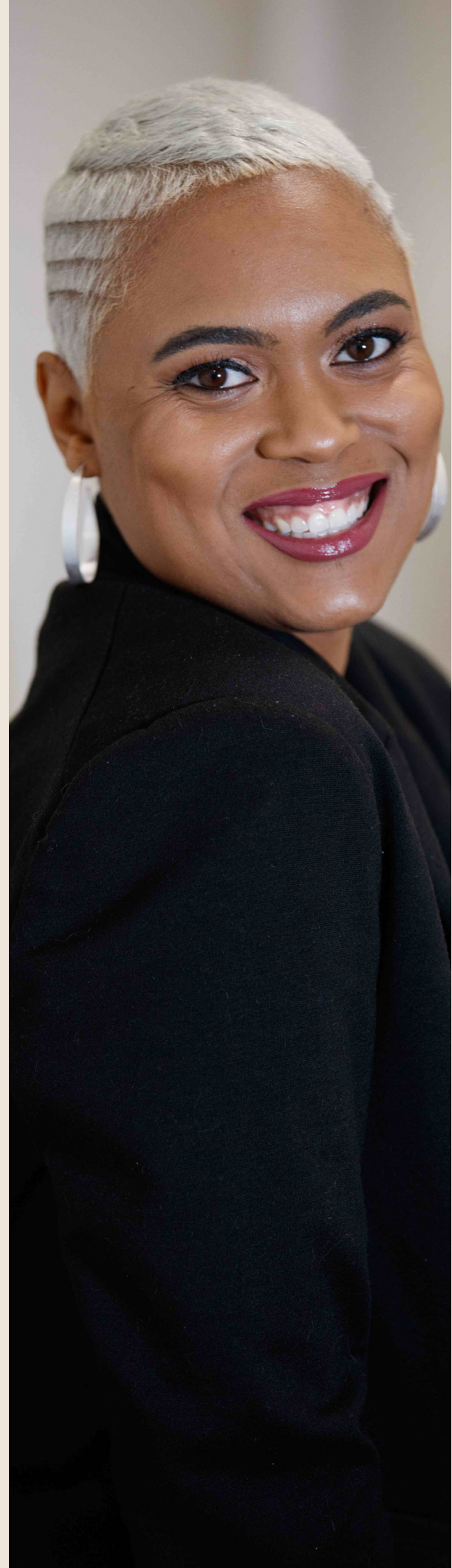
DIGITAL RESOURCES DEVELOPMENT PROCESS

- Proposal/Quote: Based on the Information gathered and documented, the intake team prepares a proposal or a quote outlining the scope of work, timelines, and costs associated with the project. This proposal or quote is then sent to the client for review and approval.

- Review and Approval: The client reviews the proposal or quote and provides feedback or approval. If necessary, the intake team may iterate and revise the proposal or quote based on the client's feedback until a final version is approved.

- Agreement and Contract: Once the proposal or quote is approved, the intake team prepares an agreement or contract that outlines the terms and conditions of the project, including deliverables, timelines, payment terms, and any other relevant details. This agreement or contract is then signed by both parties to formalize the engagement.

- Content Collection: After the agreement or contract is signed, the intake team works with the client to collect any necessary content or materials for the digital resource, such as existing documents, images, videos, or other assets. The intake team may also provide guidance or templates for the client to submit content in a structured format.
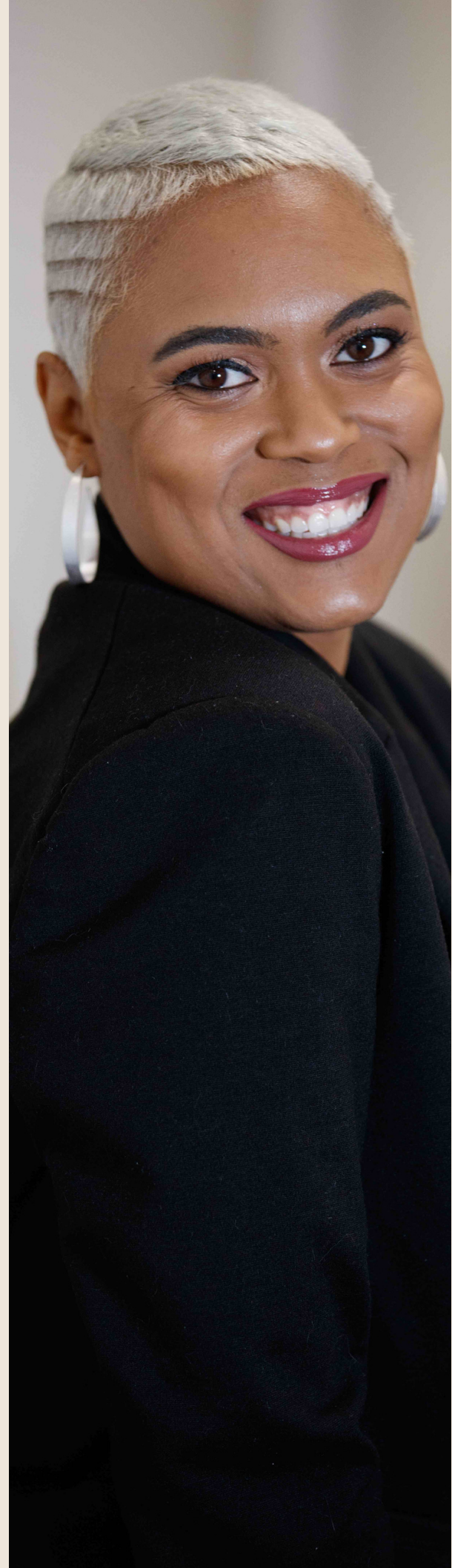
DIGITAL RESOURCES DEVELOPMENT PROCESS

- Development and Design: Once the content is collected, the intake team proceeds with the development and design of the digital resource, following the requirements and preferences documented earlier. This may involve activities such as writing, editing, formatting, designing, and testing the digital resource to ensure it meets the client's requirements.

- Review and Feedback: The intake team shares the developed digital resource with the client for review and feedback. The client provides feedback on the initial draft, and the intake team incorporates the feedback into the digital resource, making revisions as necessary.

- Finalization and Delivery: After incorporating the client's feedback, the intake team finalizes the digital resource and prepares it for delivery. This may involve activities such as quality assurance, formatting, and packaging the digital resource in the desired format, such as a PDF, a website, or a digital presentation.

- Client Acceptance and Closure: The client reviews the final version of the digital resource and provides acceptance. The intake team then closes the project, delivers the final digital resource to the client, and archives all relevant project documents for future reference.