



HP EXECUTIVE SOLUTIONS

P: 832.510.4737 | M: 225.405.4347 | F: 888-897-8072

www.hpesolutions.com

BUSINESS PROFILE

Delivers integrated and affordable consulting services, specializing in:

- 1) **Data and Program Evaluation**
 - a. Analyzing Performance Problems
 - b. Developing Strategic Plans
 - c. Program Evaluation
 - d. Client-Satisfaction measurement tools
- 2) **Program Monitoring**
 - a. Site Visits
 - b. Compliance
 - c. Quality Assurance
 - d. Management of Benchmarks and Contracts
- 3) **Fund Development**
 - a. Venture Capital
 - b. Seed Funding Research
 - c. Collaborations and Partnerships
 - d. Community Outreach Consulting Services
 - e. Outbound Calling Campaigns
 - f. Grant Writing (not grant research)
- 4) **Technical Writing**
 - a. Proposal Development
 - b. Marketing and Promotional Writing
 - c. Website content management
 - d. E-mail marketing campaigns
 - e. Electronic Mail organization, response development, and briefing summary
- 5) **Organizational Development**
 - a. Strategic Planning
 - b. Interim Executive Management
 - c. On-Site staffing
 - d. "Virtual" Executive Assistant services
 - e. Capacity Building
 - f. Collaboration
 - g. Development of:
 1. Articles of Organization
 2. IRS Business Determination Status (Tax ID number provision)
 3. IRS Tax Exemption Determination Letters (501 (c) 3 applications)
 4. Incorporation process

Houston ---- 1539 South Mason Road, Houston, Texas 77450
Baton Rouge --- 224 McGhee Drive, Suite 1, Baton Rouge, Louisiana 70815
shanta.proctor@hpesolutions.com