

Mirus Consultants

SCOPE OF WORK

Contact Information

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Services

Services include, but are not limited to, the following:

- presenting, promoting, training
- interviewing, networking, facilitating focus groups – meeting with individuals or special interest groups on behalf of a client to discuss and document issues, and assess and recommend various courses of action
- writing - creating action plans and agendas, preparing minutes of meetings, writing summary reports, articles, conference coverage, workbooks/handbooks, web content
- editing – providing a global review and assessment of documentation, substantive and copyediting, indexing, and glossary development
- researching
- event planning
- testing software - web applications
- project management

Time Commitment

The particular amount of time allocated to a project may vary from day to day or week to week, depending on assignments. If more time on a project is anticipated, over and above the estimate, the client will be informed immediately.

Place Where Services Will Be Rendered

The majority of my work is conducted from my home office in Burlington. Services are provided over the phone, over the Internet and at any client offices, as necessary.