



RESUME

PO Box 4460
Harrisburg, PA 17111-0460
(717) 561-0518 or (800) 423-2173
www.dmsi.cc

COMPANY PROFILE

DMSI is a Women Owned Minority Business Enterprise, certified by the Commonwealth of Pennsylvania, and a member of the West Shore Chamber of Commerce. We are committed to quality service at a variety of levels. The broad-based knowledge of our staff affords this organization the ability to work with businesses and individuals to develop a cooperative agreement that provides support on a short- or long-term basis.

Our personalized service gives you the advantage of "additional staff" without the added costs of salaries, benefits, and overhead, while granting you experienced staff.

Our business is built on the foundation of meeting our clients' needs in a timely fashion, without sacrificing quality.

CORPORATE OFFICERS

Evelyn Scarazzo Moist, President/CEO
Karen L. Garloff, Vice President/Director of Development

emoist@dmsi.cc
kgarloff@dmsi.cc

MISSION STATEMENT

Our mission is to set the standard for professional, computerized data management services, delivered on time and error free.

SUMMARY OF SERVICES

CONFERENCE PLANNING to meet your individual, administrative needs.

SPECIAL EVENT REGISTRATION so that you can focus on the actual event details.

PROJECT SUPPORT to provide the staffing and services to meet your goals.

WORD PROCESSING to provide a variety of services.

DATA ENTRY needs, with 99% accuracy.

MAILING to keep your lists active for multiple uses.

FULFILLMENT to efficiently process orders.

DOCUMENT MANAGEMENT to help you organize your documents and reduce your costs.

Visit us on the web for EXPANDED information

OUTSOURCING Client-type summary

Association or Organization Mailing Lists, Member Lists, Surveys

Project Support for PennDot Initiative Training

Design Business Forms and Applications

PA Nurse Aide Testing Data Entry, Reporting, and Customer Service

Comment Cards and Promotional Materials

Non-Profit HIV/AIDS Statewide Training Data Support

Resumes

State Agency Testing Admin Training

Direct Mail, Envelope Processing, Cataloging Data

Large Testing Company Project Support

Coupon Cards and Sales Receipts

Florida Nurse Aide Testing Consulting

Retail Coupon Redemption, Sweepstakes Entries, and Club Registration

Notary Bond Marketing

Restaurant Loyalty Club Support (data entry, mailing, electronic transfer, fulfillment)

State Initiative Proposal Production

Client Tracking, Scheduling, Calls, Organize Lists

Peer Education Workshop Facilitator Support

State Agency Data Entry of Service Purchase Orders

Document Management

State Agency Survey Processing

Data Entry Services for Invoice Processing

Survey Tabulation

Retail Loyalty Club Support (data entry, mailing, electronic transfer, fulfillment)

Conference Planning Project Support (event registration, confirmation, reporting, mailing)

Project Support for Alternative Communications Pilot

Nurse Aide Registry Renewals

Online Processing of Dental Forms and Billing Information

REFERENCES

John Carola, Owner, BondAbility jcarola@ptd.net

Tim Cusick, Owner, BrandStand Group Inc timc@brandstandgroup.com

Tej Kapoor, Marketing Director, Silver Diner Inc tkapoor@silverdiner.com

Paul Armstrong, Exec VP eBusiness, MICROS parmstrong@micros.com

Ed Stevenson, Business Coach, Action International edstevenson@action-international.com

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