

# Miriam Valle Consulting



## Services

### Non-profit Management

I work with each individual organization to assist in running reports, organizing systems, creating strategy, and implementing new ideas as desired and needed.

### Financial Management

I will handle the following areas of financial management for your organization: budgeting for each fiscal year, keeping track of the annual budget, creating systems and reporting mechanisms unique to each organization, filing tax forms, handling quarterly reporting, creating of 1099's, w2's, maintaining all financial files in a systematic way to work alongside accountants when they have audits, work with federal grants, work with federal/state grants reporting systems, payroll, and QuickBooks.

### Data Tracking

I will track sales with detailed spreadsheets.  
I am proficient in the following nonprofit data and donor systems; Salesforce, Neon, Little Green Light, and Classy.

### Donor Management

I am proficient in several donor management systems including; Salesforce, Neon, and Little Green Light, and Classy. I will strategize ways for you to reach more people, generate more awareness in the community, connect with new constituents, track leads, and follow up with your donor database.

### Translating Services

I will translate all of your organizations' forms into Spanish and help to distribute in the Hispanic community.

### Interpretation Services

Spanish is my native language and I'm very passionate about translating so that you can reach more families and children in the Hispanic community.

### Liaison of the Hispanic community

I will attend meetings within the Hispanic community to advocate for your organization and to spread awareness of your services.