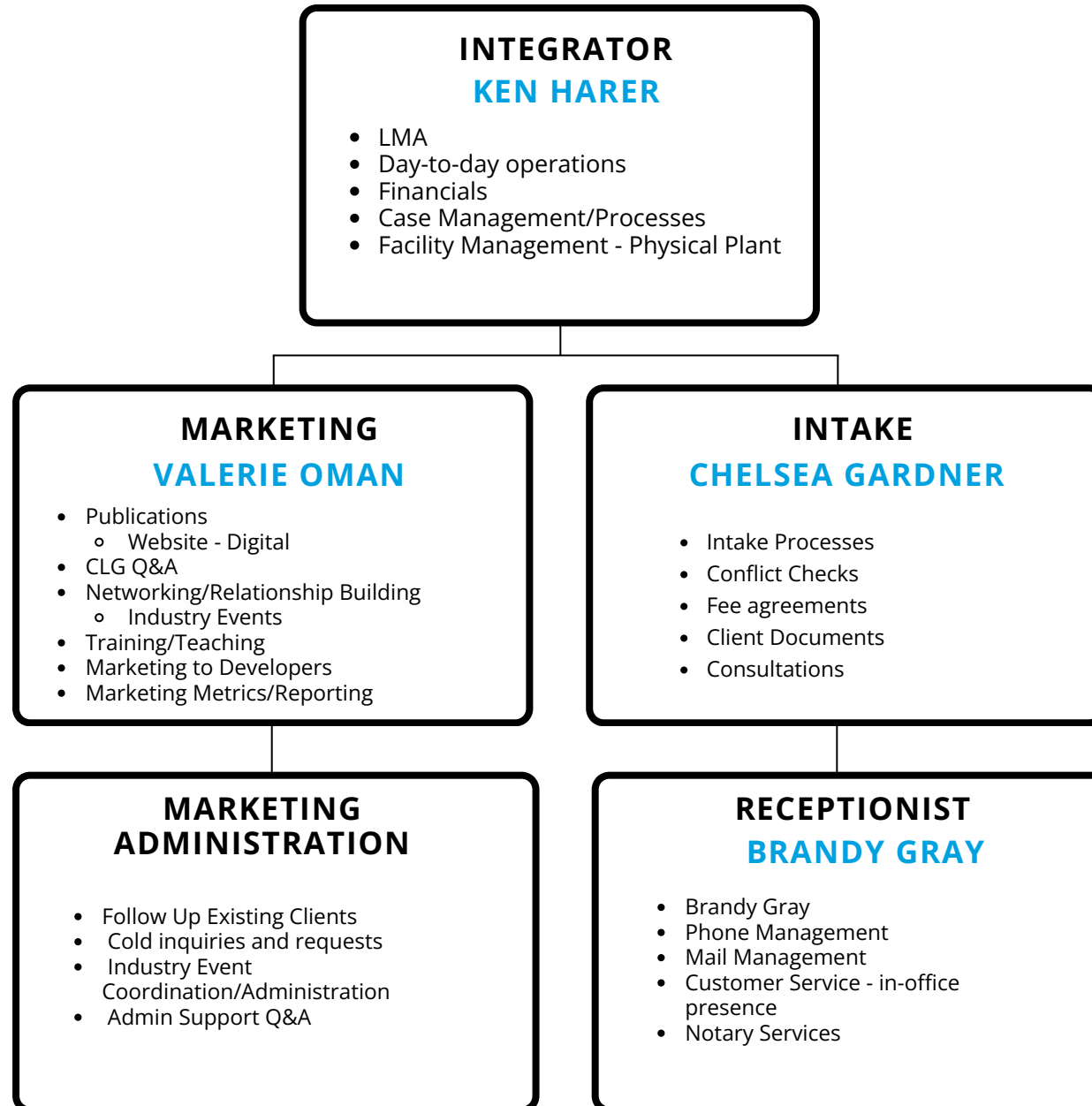
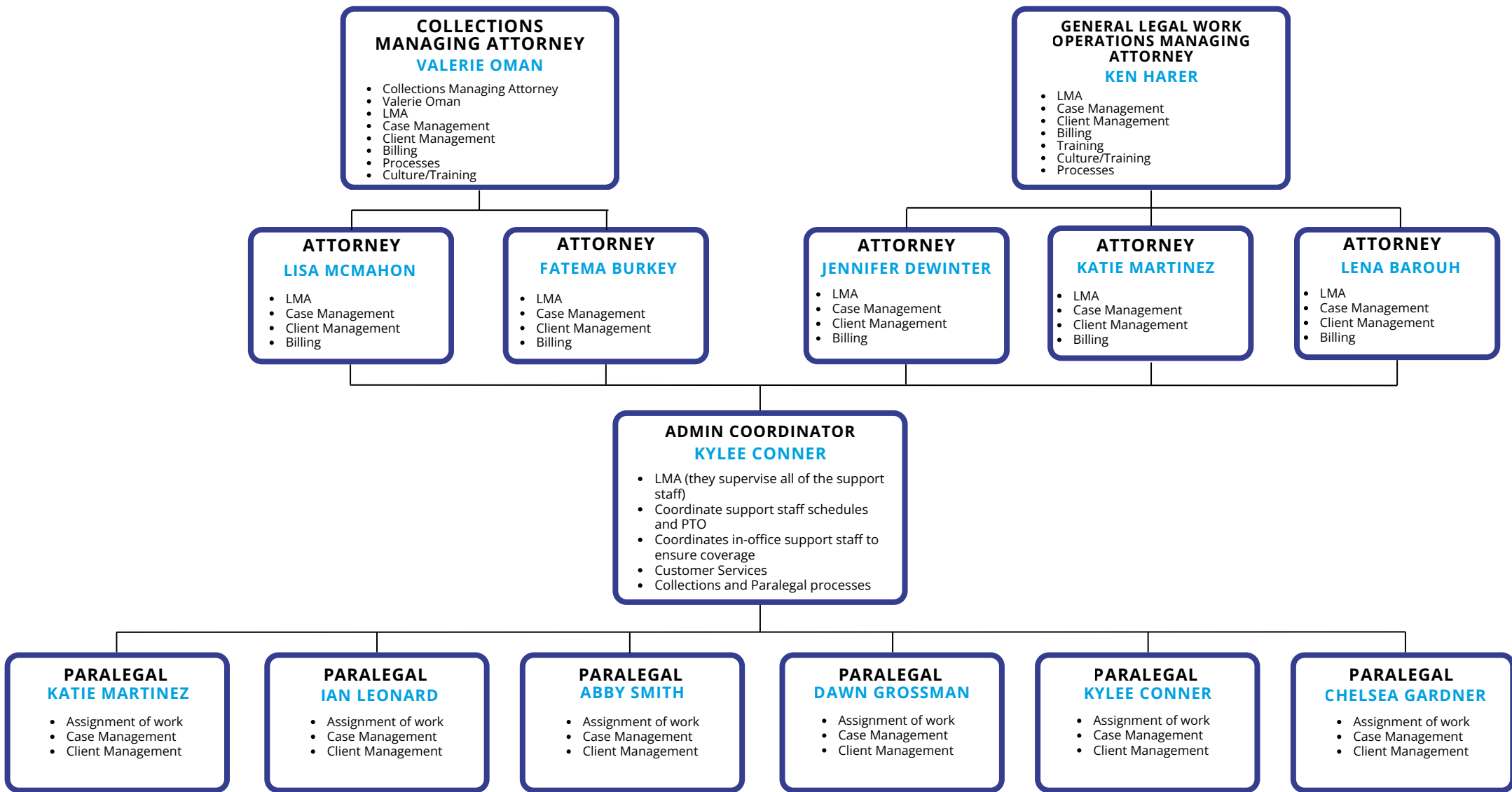


INTAKE / MARKETING



OPERATIONS



FINANCE/ADMINISTRATIVE

FINANCE/ADMINISTRATIVE

KEN HARER

- LMA
- Invoicing
- Physical Plant
- Financials Planning/Forecasting
 - Insurance
- Business Plan and Reporting

HUMAN RESOURCES

VALERIE OMAN

- Performance Reviews
- Hiring
- Capacity of Team members and efficiency
 - Billing
- Culture

EXECUTIVE ASSISTANT TO VALERIE

KYLEE CONNER

- Manages Valerie's task list.
- Organizes and connects emails to practice management software.
- Forwards messages as needed.
- Adds email-based tasks to Valerie's list.
- Logs billable time for Valerie to review later

OFFICE MANAGER **CONNOR YOKOYAMA**

- Bookkeeping
- Invoicing
- Vendor Payments
- Reporting
 - Cash flow

IT (OUTSOURCED)