

Business IT Services

Rico Albrecht, *Dipl.-Betriebswirt (business economist)*

Eichelstr. 8
88285 Bodnegg
Germany

Tel.: +49 75 20 / 91 42-33
Fax: +49 75 20 / 91 42-34

Internet: www.kadira.de
E-Mail: albrecht@kadira.de



I supply services in my areas of expertise on a freelance basis as an independent consultant.

last update: 2004-08-28

These are my qualifications:

- IT systems experience since 1990
- Professional experience in IT, business, marketing, graphic design and the Web since 1994
- Business studies graduate majoring in international marketing since 1997
- Freelance consultancy since 1999

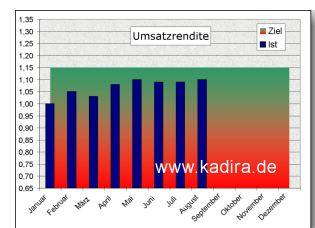
IT: Hardware, software, service - all from one source

- Custom-designed PC systems, servers and networks, Windows (all versions), Linux, migration, standard software, remote servicing, Internet and e-mail connectivity across the enterprise
- Data security: data backup concepts, defence against viruses and hackers, security audits
- Training for advanced users and user support: PCs in general, major office and graphics packages (e.g. MS Office, CorelDraw), web design, secure use of Internet and e-mail technologies
- User-friendly document templates in company design, e.g. offers, contract confirmation letters, orders, invoices ...
- Screen and web presentations (see "marketing")



Business: Commercial business services:

- Computer-aided calculation and measures towards profit growth such as: investment calculation, cost and performance calculations, financial planning, contribution accounting, hourly rate calculation
- graphic representation of any kind of data
- Workflow management: analysis and optimisation of the organisational process and work minimisation through sensible integration of IT
- Introduction and maintenance of quality-management systems (ISO 9001)



Marketing

- Internet: Complete development and realisation of your website, Content, design, updating, launching on your choice of domain
- Graphic design: production and preparation of photos, logos, animations ...
- Brochures, product descriptions, (multimedia) presentations
- Advertising of all kinds, such as printed advertisements, recruitment advertising, labelling, freebies, business cards ...



Save costs!

Social contributions, loss of working hours due to leave, illness, public holidays, etc., employment protection and bureaucracy are reasons for many companies to think twice before employing a qualified expert. It's also difficult to make proper use of a full-time expert employee's working capacity. Hire the staff flexibly and at less expense as the need arises! Save on organising a special employee position and use the office that a freelance worker already has!!

professional, multidisciplinary expertise and experience

IT is the business and marketing tool of today. Everyone involved in these areas has to be an expert at using the corresponding computer software. An IT expert should also have some understanding of other areas in which the software will be used. I have knowledge and experience in all three areas, and as a freelancer, my experience stems from working with many different companies. I also work with expert partners in specific areas that border on my own..