

PROFESSIONAL TECHNICAL PROGRAMS

The SpecPro Group handled foreign labor certification programs in Washington DC, Chicago and Atlanta. A wide array of services provided were:

- Database Development, Management and Analysis
- Information Technology and Web-Based Support
- Mail Room for Incoming and Outgoing Mail, Internal Tracking System for New Applications, Employer Responses and Terminations
- Data Entry of Received Applications, Creation of Files, Analysis Review, Audit, Appeals and Preparation of Case Files
- Help Desk Support for Phone, Mail and E-mail Inquiries

The SpecPro Group is ready to provide specialized professionals for your *total* business needs!

Highlights

- > 180 professionals transitioned at 3 different geographic locations within 30 days of task award
- 95% – 99% efficiency achieved in all centers
- Six contracts consolidated into one, decreased employees from 350 to 180 increased workflow 15% and reduced costs
- Eliminated inherited 6 month backlog within 1 month

