

Testimonial for Lynda Altham of AIQ

July 2012

Lynda was initially engaged by Geotech as a sub contract technical author, a role she performed very competently over an extended period, rewriting a significant number of our user manuals.

As Lynda has strong IT project management credentials, I asked her to assist me with an IT initiative called project Streamline, to speed, simplify and error proof administrative functions. The initial focus was on bar-coding, data cleansing, electronic Kanban purchasing and electronic data storage.

These projects have in a variety of ways transformed key aspects of the business with stock accuracy improving to above 99% with at least 50% time saving and purchasing procedures drastically simplified and improved.

It is safe to say that without Lynda's involvement these projects would have at best moved very slowly and at worst not proceeded at all.

Lynda has been a core resource and "right hand person" for me. She has helped study and map our processes, liaised and supported core team members as well as ensuring that the administration of the projects is maintained from the basic minute taking through to producing project plans and documented summaries of our work. Lynda has also been invaluable in managing the subcontractors and suppliers used in Streamline - and clarifying specifications, pushing for deadlines to be met and generally doing all the things that I would have to do myself if she had not been here.

Lynda is truly a multi-skilled person who can operate at both a high level and is not afraid to roll her sleeves up to do the mundane tasks as part of a team.

I can fully recommend Lynda and would be happy to discuss our experiences with anyone considering using her services or interested to find out more.



Owen Bishop.
Finance Director.