



CAPABILITIES STATEMENT

Nancy Flynn Public Relations, Inc.

Woman-Owned Small Business

Experience & Expertise

Nancy Flynn Public Relations, Inc. (NFPR) is a woman-owned small business with over 20 years experience serving government agencies and the private sector. Doing business as the Business Writing Institute™ and The ePolicy Institute™, NFPR has extensive experience and expertise delivering **Writers' Training, Writing & Editing Services, E-Policy Training & Consulting, E-Mail & Web Compliance Management, and Business Communications.**

Capabilities

Nancy Flynn Public Relations, Inc.

- Writing & Editing Services
- Business Communications Services

Business Writing Institute™ Division

- Writing Skills Workshops
- Writing Effective E-Mail Seminars
- Online Writing Seminars
- LawWrite™ Seminars
- Writing & Editing Services

The ePolicy Institute™ Division

- E-Mail & Internet Policy Training
- Social Media Policy Training
- AUP/ePolicy Writing & Consulting
- Compliance Management, E-Discovery, Records Management Training
- Expert Witness Services
- Writing Effective E-Mail Seminars

NAICS Codes

- 541611 Administrative Management & General Management Consulting Services
- 541612 Human Resources Consulting Services
- 541613 Marketing Consulting Services
- 541820 Public Relations Agencies
- 561410 Document Preparation Services
- 611420 Computer Training
- 611430 Professional & Management Development Training
- 711510 Independent Artists, Writers & Performers

Company Designations

DUNS: 933029808
CAGE Code: 66LY9
Woman-Owned Small Business
For-Profit Corporation
Established: 1988
Incorporated: 1992
All major credit cards accepted

President Nancy Flynn

Nancy Flynn is president of Nancy Flynn Public Relations, Inc. and its Business Writing Institute and ePolicy Institute divisions. Expert in traditional and electronic writing, policy, and compliance, she is the author of 11 books published in 6 languages. A professional trainer, writer, and consultant with clients worldwide, she serves as an expert witness for the federal government and law firms in e-mail/Internet lawsuits. An adjunct faculty member at The Ohio State University (OSU), she holds an MA in English from OSU and has completed Ph.D. coursework.

Go-To Media Source

A respected source on writing, policy, and compliance, President Nancy Flynn has been interviewed by *Time*, *Fortune*, *Forbes*, *Wall Street Journal*, *US News & World Report*, *USA Today*, *Readers' Digest*, NPR, CBS Early Show, ABC World News With Diane Sawyer, CNN Anderson Cooper, the BBC, and others.

Notable Clients

Federal Trade Commission, World Bank, DC Water & Sewer Authority, Ohio Supreme Court, State of New Mexico, Ohio Department of Transportation, State of Ohio Trainers Association, Universal Studios, Ross Labs, Analog Devices, Smith & Nephew, KPMG, Waha Capital, Assurex Global, Nationwide Insurance, World Airlines Customer Relations Association, American Bar Association, West LB Bank, Ontario Hospital Association, Yahoo! Canada, Microsoft, Symantec among others.

Nancy Flynn Wrote the Book on ePolicy & Writing



DOING BUSINESS AS:

BusinessWriting
INSTITUTE
www.BusinessWritingInstitute.org

The ePolicy
INSTITUTE
www.ePolicyInstitute.com

NANCY FLYNN, PRESIDENT
Nancy Flynn Public Relations, Inc.
2300 Walhaven Ct.
Columbus, Ohio 43220

614-451-8701 (Office) 614-451-8726 (Fax)
614-312-7491 (Cell)

nancy@epolicyinstitute.com
www.epolicyinstitute.com