



## CLIENT:

### A 7-PERSON ALL-REMOTE MANAGEMENT CONSULTING FIRM

Industry: Management Consulting –  
Government, Education, Industry, and  
Social Sectors

## Challenge

The client, a small yet growing management consulting firm, was facing operational inefficiencies as it transitioned into a more professionally managed organization. With a fully remote team and an increasing portfolio of consulting engagements, the company needed structured operations, improved document management, and enhanced team performance. Additionally, the firm had to navigate a complex merger while maintaining team cohesion and service quality.

## Solution

Tomeca Kellogg-Walters, serving as a fractional business operations leader, partnered with the company founder to implement strategic operational enhancements. Over two years, her key contributions included:

- Document Management Migration: Transitioned the firm from Dropbox Team to OneDrive, streamlining file organization and accessibility.
- Operations Protocols: Established and maintained critical operational procedures to ensure consistency and efficiency.
- Contract Administration: Managed contracts for consulting engagements and vendor/sub-consultant relationships.
- Team Development & Cohesion: Led professional development initiatives and team-building activities that strengthened collaboration and performance.
- Retreat Design & Implementation: Designed and executed a cost-effective, impactful in-person retreat post-pandemic, successfully fostering strategic planning and team engagement despite budget constraints.
- Merger Support & Budget Navigation: Provided strategic guidance in a company merger, including budget cuts and operational wind-down processes.



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## Results

- Established a high-performing, connected remote team with strong professional development foundations.
- Improved operational efficiency through structured protocols and optimized document management.
- Strengthened contract administration processes, ensuring seamless consulting engagements.
- Executed a successful in-person retreat, reinforcing team cohesion and strategic planning.
- Guided the company founder through a smooth merger transition, balancing operational efficiency and financial adjustments.

## Client Testimonial

"If you need a business operations consultant to assess what your business needs to get to the next level, Tomeca Kellogg-Walters is the best. Her leadership and operational expertise have transformed our firm, making me a better business leader. She is a trusted partner who has my back and has helped build a team that takes care of each other and our clients."

## Conclusion

Kellogg Virtual Solutions provided the strategic and operational leadership necessary for this firm's critical growth phase. Through her expertise, Tomeca Kellogg-Walters not only optimized operations but also strengthened team dynamics and supported executive decision-making, leaving a lasting impact on the company's future.