

# OXC LLC

## Capability Statement

Operations. Compliance. Systems. Workforce Support.

### WHO WE ARE

OXC LLC provides practical consulting support that helps organizations improve structure, reduce risk, and execute with more clarity. We work across regulated operations, business systems, IT support, website administration, and workforce-facing services with an approach grounded in real-world execution.

Our work is designed for organizations and professionals that need more than ideas. We build usable processes, clean documentation, inspection-ready support, and decision-ready reporting that teams can actually work from.

## Core Capability Areas

Service Line	Representative Support
Pharmaceutical & Biotech Operations	GMP documentation support, SOP and work-instruction development, documentation remediation, audit and inspection readiness, cross-functional operational support, and manufacturing or quality data visibility.
Par Room Monitoring & Reporting	Alarm tracking, temperature excursion monitoring, MKT reporting, Pareto analysis, instrument trend reporting, escalation tracking, and executive-ready compliance documentation.
IT & Business Systems Support	System setup, user access support, process improvement, operational troubleshooting, platform support, and business-focused IT structure for continuity and control.
Website & Digital Operations	Routine website maintenance, content updates, broken-link review, form testing, accessibility review, inquiry routing, analytics review, and administrative support.
Workforce & Career Services	ATS-informed resume rewrite services, 1:1 resume guidance, and practical career-positioning support for professionals navigating transition or advancement.

## What Sets OXC LLC Apart

- Blend of operational, compliance, IT, and workforce support
- Experience translating complex work into clean, usable documentation
- Structured, low-fluff communication focused on action and clarity
- Support that balances professionalism with practical human realities
- Services designed to improve day-to-day execution, not just strategy decks
- Flexible engagement across one-time deliverables and ongoing support

### WHERE WE DELIVER VALUE

## Ideal Clients & Use Cases

- Pharmaceutical and biotechnology organizations that need stronger GMP documentation, cross-functional coordination, and inspection-ready support.

- Leaders who need reliable trending, monitoring, and reporting for temperature-sensitive environments or par room oversight.
- Small businesses and growing teams that need cleaner IT structure, system support, and website administration without overbuilding.
- Professionals and organizations seeking practical workforce support, resume positioning, or people-first advisory tools.

## Representative Deliverables

- SOPs, work instructions, and controlled-document support
- Deviation and CAPA documentation support
- KPI dashboards, trend summaries, and Pareto analysis outputs
- MKT reports and excursion-impact summaries
- Alarm history logs, escalation tracking, and audit-support packages
- Website maintenance checklists, forms, and inquiry-routing setup
- ATS-optimized resumes and focused guidance sessions

## Regulatory & Operational Alignment

OXC LLC's pharmaceutical and monitoring support is framed around GMP, GDP, 21 CFR Part 210 and 211, US FDA expectations, EU regulatory frameworks, and Japan PMDA considerations where applicable.

## Engagement Model

Support may be structured as project-based consulting, fractional operational support, reporting support, documentation remediation, website administration, or targeted advisory sessions depending on need.

## Contact

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Available for consulting conversations, scoped project support, and tailored service discussions.