

CAPABILITIES STATEMENT & CLIENT PORTFOLIO

HISTORY

This career began in the mid 70's after volunteering in junior high doing accounting, building & facilities management, and office operations. Incorporating as *The Competence Group (TCG)*, she continues the delivery of confidential project/program/change management, compliance & workforce training and job readiness consulting & volunteerism across industry and location. TCG develops and delivers customized, high quality supports that contribute to & build workplace success on site and remotely, and predominately by referral from colleagues, peers, business acquaintances and other clients. Currently volunteers as CEO & Strategic Planner for The Learners Lab Foundation, a national incubator focused on job training & placement and helping new charities get started.



A prolific volunteer & start-up mentor/sponsor, you will gain more than 3 decades of well proven expertise and organizational development, infrastructure design and operational insight that help produce game changing results for these young/new entities.

KEY SERVICE AREAS

- ♦ **Administration & Facilities Management**, asset, budget/finance, technology, vendor/resource, logistics & property mgmt.
- ♦ **Assn./Fndnt/NonProfit & Start-Up Services**, Fiscal Sponsor Search, Tax Exempt Application, Business/Org Dev, & more
- ♦ **Audit/Business Analysis/Development Research**, Contract/Proposal Mgmt, RFI/RFQ/RFP Design; Staffing/Workforce Plng
- ♦ **Compliance Auditing & Documentation**: FedRamp, FISMA, FIPS, PAC, SSP, ISO, IEEE, NIST Sec 508, HIPPA, & much more
- ♦ **Contract & Grant Office Operations**: CPR Processing, Grant & Contract Management, Compliance & Pre-Audit Review/QC,
- ♦ **Database Analysis: Repair or Enhancement**, Legacy Data System Audit; Document Conversion & Special Projects
- ♦ **Document Imaging and Archival Services**, Archival Scanning, Scanned Image Cataloging, Windows, Mac Environments
- ♦ **Education & Professional Development** ISD/LMS, Program & Material Design, Development, & Credentialing Management
- ♦ **Grant Management/Procurement**, Life-Cycle Bid/Proposal/Award/COTR Operations, Data Tracking/Analysis, QC
- ♦ **HR/HRIS, Organizational Development Project Planning**, HR Depart Operations, Training/Cert Program Development, etc.
- ♦ **IT & Web Auditing & Infrastructure Assessment**, Engineering, Operations, Support & Expansion/Relo Assessment
- ♦ **Project & Program Management** Operations, IT, & Web Development, Planning, Auditing, Implementation & Deployment,
- ♦ **Planning/Deployment/Implementation** of Document, PM, HR, Records & Myriad Other Information Systems (IS) resources
- ♦ **Technical Writing, Editing, & Documentation (Remote)**, Compliance, Copy Edit/Audit, SDLC, ITIL, SSPs, Custom Forms, Templates, Function/Process Flows Diagram, SOP, SOW, MOU, SLA/OLA, OM, Contract, Specs/Schematics, Work Plans...
- ♦ **Talent Mgmt & Planning; Transitions: Alignments, Mergers, Acquisitions, Start-Up, College & Adult Education Workforce Readiness & Planning**, Training Design, Development, Deployment, Training Assessment, Wage/Compensation Analysis, Job Placement Assistance, Search Instruction & Coaching, Employer Interviewing & Training
- ♦ **Web Site/URL Infrastructure Clean Up**, Web Server, File & Resource Mapping, Migration & Linkage Clean Up

TECHNICAL EXPERTISE

(Windows/Mac/Mainframe/Mixed/Cloud); Legacy thru Current.

Audit/Security Tools/Toolkits
 Business Suites (Microsoft, Corel, & Others)
 DBA/RDMS/CM/CRM
 Entity Relationship & Diagramming
 ERP/Provisioning/Resource & Portal Management
 Finance, Budgeting, Grant/Contract Mgmt., HRIS/HRM

Hardware/Software/Data Center/NOC/SharePoint
 Image, Conversion, & Transitioning (document & data)
 Imaging/Scanning (systems/documentation/data)
 Mobile/Cloud Protocols
 PaaS/SaaS/RA: User Support Tools
 Web/CMS Dev/Programming

CLIENT PORTFOLIO

Abbreviated List. *Italics indicate contract partnerships with other firms.*
**Multiple entries indicate direct consulting & sub-contract relationship.*

GOVERNMENT SERVICE CUSTOMERS SERVED

Government Agencies

DC Child & Family Services (CFSA)
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 District of Columbia Housing Authority (DCHA)
District of Columbia Public Defenders Service (PDS)
 Federal Aviation Administration (FAA)
Pension Benefit Guarantee Corporation (PBGC)
 Internal Revenue Service (IRS)
 The World Bank Group (WBG)

US Department of Defense, Army (DoD)
US Department of Health & Human Services (HHS)
 US Dept. of Housing & Urban Development (HUD)
 US Department of Labor (DOL)
US Department of Veteran Affairs (VA)
US House of Representatives, Office of the Inspector General (OIG)
US House of Representatives, Office of the CAO, House Information Services
US House of Representatives, Office of the CAO, Asset Mgmt./L&S

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Federal Partners

(Tax Exempt Entities Operating Federal Programs)

Council of Chief State School Officers (CCSSO)
Fannie Mae

HomeFree USA (HFUSA)
LCG, Inc.
National Center on Education in the Economy (NCEE)
Universal Service Administrative Company (USAC)

PUBLIC & NON-PUBLIC SERVICE CUSTOMERS

**List includes volunteerism & donated services. Italics indicate partnership engagements with other solution providers.*

ASSOCIATIONS, NON-PROFITS, FOUNDATIONS, BOARDS, FOR-PROFIT, & PRIVATE CUSTOMERS *(excludes confidential clients)*

AARP Services, Inc. (ASI)
American Association of Retired Persons (AARP)
American Association of School Administrators (AASA)
American Association of University Women (AAUW)
American Psychological Association (APA)
American Public Power Assn. (APPA)
American Speech-Language-Hearing Association (ASHA)
Bipartisan Policy Center (BPC)
COACH Leather Goods (Corporate)
CONEG Policy Research Institute (CONEG)
Discovery Communications, Inc. (DCI)
Fulbright Association
Get It Here!
Girls Tech Too!
Hanley Wood Publishers
International Republican Institute (IRI)

IT Technical Institute/Kids Computer Institute & Camp
LabConnect, Inc.
Miriam's Kitchen (MK)
Mystic Knights of the Sea (MKOTS)
Nat'l Assn. of Child Advocates (Voices for America's Children)
Nat'l Council of Architectural Registration Boards (NCARB)
National Association of the Deaf (NAD)
National Democratic Institute of International Affairs (NDI)
National Parking Association (NPA)
National Restaurant Association (NRA)
Republic Group (TRG)
Safeway Corporation
Southside Community Hospital (SCH)
SwingTyme
The Learners Lab Foundation (TLLF)

ACADEMIC, EDUCATION & PROFESSIONAL DEVELOPMENT CUSTOMERS

American University (AU)
Associates for Renewal in Education
CAPE Education (CAPE-Ed)
ED-Lab Online
FAA Training Academy, OK City, OK

George Washington Univ. Law School
George Washington Univ., Staff/Comp Svcs Div
Georgetown University (GU)
Nat'l Center on Education & Economy (NCEE)
PUBCOMM

Southeastern University
The Moseley-Flint Schools
Training & Development Resources
Univ. District of Columbia

PROFESSIONAL SERVICE & MEMBERSHIP ENTITIES (Clients not Memberships)

American Compensation Assn (now WorldatWork)
boardnetUSA
Business Process Institute (BPI)
Certification Networking Grp (CNG)
Cloud Security Alliance (CSA)
Economic Research Institute (ERI)
Federal Contractors Network (TFCN)
Government Security Forum (GSF)

Human Capital Institute (HCI)
Help Net Security
IHRIM
IT & Security Mgmt (ITSM)
Nat'l Assn of Gov't Contractors
Nat'l Assn of Temporary Staffing Services (NATSS, now ASA)
Nat'l Black MBA Assn

NON Profit Technology Network (NTEN)
Small/Emerging Contractors Forum (SECAF)
SecurityChannel
SHRM
Wells Fargo, Commercial Real Estate Eastern Division (before it was acquired by Norwest)
Washington Networking Grp (WNG)
WRITERS USA

Management Consulting Firms... *(Excludes confidential clients)*

Cornerstone Networks/nTelos
Dana Wakefield Designs
George A. Caldwell & Associates, PC
little b designs *(merged w/Confluence, Inc.)*

LTEVA Construction *(TP Client)*
PC Help Services
PricewaterhouseCoopers (PwC)
TEKSystems

The Answer Temps
The LDM Group
Universata, Inc. *(formerly)*
Unisys, Inc.

High Tech Solution Provider Customers *(excludes confidential clients)*

Advanced Personnel Services (APS)
Advancia Corporation
Cybrary IT
Graphic Mac Specialist

J&H Consulting Group
Mogee & Associates
MCI WorldCom
Nucore Vision, Inc. (NVI)

PC Help Services
riVidium, Inc. (RI)
riVidium, Inc. (RI)
TechPlan Companies (now Centurum)

HR | PMO TEAMING PARTNERSHIPS

Carter Lambert Divisions (CLD) | Training [Talent] Development Resources (TDR)