



Capability Statement

Overview

Dunson & Associates is an 8a, SDB and WOSB certified, people resources company (staffing and consulting), specializing in Office Management solutions. Our highly qualified people are readily available to deliver solutions to our customers anytime, anywhere. Many of our people are *security-cleared* for highly sensitive and classified work.

Staffing and Consulting

Our customers turn to our Staffing and Consulting services to get the job done. We provide specialized teams of people to provide Office Management solutions.

Our **Office Management** solutions range from operations support to business analysis and more. Below is a sampling of the types of solutions our people have experience in providing:

Office Management Solutions

- ◆ General Management
- ◆ Project Management
- ◆ Contract Analysis
- ◆ Business Analysis
- ◆ Executive Administration
- ◆ Facility Management
- ◆ Acquisitions
- ◆ Operations Research
- ◆ Financial Analysis
- ◆ Contract Close-out
- ◆ Documentation Management
- ◆ Human Resources
- ◆ Cost Analysis
- ◆ Meeting Planning and Scheduling
- ◆ Customer Service
- ◆ Call Center Administration
- ◆ Legal
- ◆ Accounting
- ◆ Scheduling
- ◆ ...and More

Training Services

In addition to our Staffing and Consulting services, we offer a myriad of professional development and IT training via classroom, virtual, self-paced and on-site venues. For a representative listing of course offerings, visit our website at www.dunsonandassociates.com. And then, click on the *Training for Success* tab. For titles not listed, contact our office at 937-854-5940.

Past Performance

We have strong experience as a prime and subcontractor supporting local, state and federal agencies. A representative list of past and current customers can be provided upon request.

NAICS and Classification Codes

Below is a list of our NAICS codes:

Office Management Codes

- 541611 Administrative Management and General Management Consulting Services
- 541618 Other Management Consulting Services
- 561320 Staffing (Office Management)
- 611430 Professional and Management Development Training

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