



# CAPABILITIES STATEMENT

## ABOUT THE COMPANY

M'press Consulting Group, LLC is a minority, 100% female-owned, disadvantaged small business that began operations in 2016. We specialize in offering Administrative Consulting and Administrative Services to small businesses, non-profit organizations and customers in various levels of government and private enterprise.

Increasing the operational efficiency of an organization is easy when the right systems are in place. Our consultants are specialists in showing business owners and organizations how to streamline processes, cut training costs, and create systems that deliver increased efficiencies and add to the bottom line. We customize our client solutions to best meet the unique needs of each client.

## CORE COMPETENCIES

- Program and Project Management
- Records Management
- Business Process Management and Review
- Computer & Software Training
- Technical Writing and Business Documentation Development
- Training Curriculum Development, Materials & Manuals (i.e. Standard Operating Procedures and Command Media)

## PAST PERFORMANCE

Experience in several industries such as Aerospace/Defense, Non-Profit, K-12 Education, Telecommunications

## COMPANY SNAPSHOT

### M'press Consulting Group, LLC

P.O. Box 178

Lithonia, GA 30058

Web: [m-pressconsulting.com](http://m-pressconsulting.com)

**DUNS Number: 080470074**

**CAGE Code: 7RZL9**

### Socio-Economic Status

- Minority-Owned
- Female-Owned
- Small Disadvantaged Business

POC: **Ms. Mill Davis**

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## NAICS CODES

**541611 Administrative Management and General Management**

**561110 Office Administration Services**

**611420 Computer Training**

**611430 Professional and Management Development Training**

**611710 Educational Support Services**