

# **Capability Statement**

# **Company Data**

Company Name: Strategic Steps Consulting (SSC)

**DUNS**: 062379527 **CAGE**: 7QQD9

**NAICS Codes:** 541611, 561990, 541618, 561110 **PSC Codes:** R799, U001, R499, R408, R607, R708

SIC Codes: 8741, 8742, 7389, 8748 Certification: SDVOSB Certified

## **Core Competencies**

#### **BUSINESS MANAGEMENT CONSULTING**

**Administrative Support Services:** Development of administrative systems and evaluation of staff. **Business Services:** Strategic planning, program management, and organizational structure. **Business Support:** State formation, business license filing, and paralegal document support.

Data Management: Automation and research services.

Government Contract Support: Registration and maintenance of government certifications (e.g., SAMS).

Office Management: Organization and creation of filing systems.

**Operations Management:** Resource assessment for client/customer requirements.

Systems and Processes: Creation, evaluation, and improvement of systems and processes.

#### **Business Coaching**

Infrastructure Coaching: Development of an entrepreneurial mindset for success.

**CEO Mentorship:** Training for effective leadership and accountability.

#### **Business Training**

Corporate Staff Training: Enhancing skills in communication, organization, service delivery, and technical solutions.

### **Differentiators**

- Integrity in our Actions
- Excellent Client Delivery
- Diversity of Skills and Expertise
- Client Relationship Management
- Ability to Streamline Complex Information
- Integration within your Team

# **Company Information**

Sheretha Gordon CEO 757-752-9294

Admin@strategicstepsconsulting.com Sheretha@strategicstepsconsulting.com www.strategicstepsconsulting.com