



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**MULTIPLE AWARD SCHEDULE
FSC GROUP: Professional Services**

CONTRACT NUMBER: GS-00F-253CA

**Ian, Evan & Alexander Corporation
11180 Sunrise Valley Drive, Suite 220
Reston, Virginia 20191
Phone: (703) 682-4167 Fax: (703) 935-1063
Contract Administrator: Robert Miller (rmiller@ieacorp.com)**

PERIOD COVERED BY CONTRACT: August 21, 2015 through August 20, 2025

Business Size: Other than Small Business

Pricelist current through PO-0013, effective August 21, 2020

For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.GSAAdvantage.gov>.



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CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Numbers:

SIN	Recovery	SIN Description
512110	512110 RC	Video/Film Production
541430	541430 RC	Graphic Design Services
541611	541611 RC	Management and Financial Consulting, Acquisition and Grants
541810	541810 RC	Advertising Services
541820	541820 RC	Public Relations Services
541850	541850 RC	Exhibit Design and Advertising Services
541910	541910 RC	Marketing Research and Analysis
541922	541922 RC	Commercial Photography Services
561920	561920 RC	Conference, Meeting, Event and Trade Show Planning Services
611430	611430 RC	Professional and Management Development Training
611512	611512 RC	Flight Training
OLM	OLM RC	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See below.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See below.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas delivery

5. Point of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

8. Prompt payment terms: Prompt payment discounts of 0.5% - 10 days, Net 30 days will be available under this contract.. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Accepted

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accepted



10. **Foreign items (list items by country of origin):** *None*
- 11a. **Time of Delivery:** *Specified on the Task Order*
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: *Contact Contractor*
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: *Contact Contractor*
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: *Contact Contractor*
12. **F.O.B Points:** *Destination*
- 13a. **Ordering Address:** *Same as Contractor*
- 13b. **Ordering procedures:** *For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.*
14. **Payment address:** *Same as company address*
15. **Warranty provision.:** *Contractor’s standard commercial warranty.*
16. **Export Packing Charges (if applicable):** *N/A*
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** *Contact Contractor*
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
19. **Terms and conditions of installation (if applicable):** *N/A*
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** *N/A*
- 20a. **Terms and conditions for any other services (if applicable):** *N/A*
21. **List of service and distribution points (if applicable):** *N/A*
22. **List of participating dealers (if applicable):** *N/A*
23. **Preventive maintenance (if applicable):** *N/A*
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** *N/A*



- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
*N/A***
- 25. Data Universal Numbering System (DUNS) number: *102242844***
- 26. Notification regarding registration in System for Award Management (SAM) database: *Registered***



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SERVICES PRICING

SIN	Labor Category	Site	GSA
541611	Business Process Consultant	Customer	\$136.34
541611	Business Process Consultant	Contractor	\$152.26
541611	Consultant, Senior	Customer	\$145.03
541611	Consultant, Senior	Contractor	\$175.51
541611	Database Specialist/ Administrator	Customer	\$56.86
541611	Database Specialist/ Administrator	Contractor	\$69.34
541611	Logistician	Customer	\$65.06
541611	Logistician	Contractor	\$79.53
541611	Logistician, Senior	Customer	\$78.41
541611	Logistician, Senior	Contractor	\$95.87
541611	Manager Quality Assurance	Customer	\$73.96
541611	Manager Quality Assurance	Contractor	\$90.38
541611	Program Analyst, Executive	Customer	\$60.60
541611	Program Analyst, Executive	Contractor	\$73.98
541611	Program Analyst, Intermediate	Customer	\$40.98
541611	Program Analyst, Intermediate	Contractor	\$50.79
541611	Program Analyst, Journeyman	Customer	\$32.08
541611	Program Analyst, Journeyman	Contractor	\$39.26
541611	Program Analyst, Senior	Customer	\$49.01
541611	Program Analyst, Senior	Contractor	\$60.01
541611	Program Manager	Customer	\$124.76
541611	Program Manager	Contractor	\$152.25
541611	Project Director	Customer	\$147.04
541611	Project Director	Contractor	\$179.87
541611	Subject Matter Expert - Risk Mgt	Customer	\$130.72
541611	Subject Matter Expert - Risk Mgt	Contractor	\$146.03
541611	Subject Matter Expert -IMP/IMS	Customer	\$135.62
541611	Subject Matter Expert -IMP/IMS	Contractor	\$149.97
541611	Technical Consultant	Customer	\$125.49
541611	Technical Consultant	Contractor	\$148.37
541611	Technical Writer	Customer	\$69.51
541611	Technical Writer	Contractor	\$84.86
541611	Training Specialist	Customer	\$48.12
541611	Training Specialist	Contractor	\$59.23
541611	Training Specialist, Senior	Customer	\$87.20
541611	Training Specialist, Senior	Contractor	\$107.84



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SIN	Labor Category	Site	GSA Price
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Advertising Assistant	Customer	\$65.06
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Art Director/Creative Director	Customer	\$124.76
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Copy Writer	Customer	\$69.51
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Document Designer	Customer	\$85.75
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Film Production Specialist	Customer	\$136.35
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Graphics Specialist	Customer	\$90.71
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Linguist/Voice Over	Customer	\$74.00
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Marketing Support	Customer	\$60.60
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Photographer Senior	Customer	\$114.96
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Project Director	Customer	\$163.81
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Project Manager	Customer	\$85.75
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Proofreader	Customer	\$48.12
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Proposal Consultant, Senior	Customer	\$145.04
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Proposal Coordinator	Customer	\$87.20
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Public Relations Specialist	Customer	\$100.70



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SIN	Labor Category	Site	GSA Price
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Senior Editor	Customer	\$90.00
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Subject Matter Expert	Customer	\$135.63
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Technical Writer	Customer	\$72.22
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Tradeshow Coordinator	Customer	\$53.41
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Translation Services	Customer	\$95.36
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Video/Film Director	Customer	\$118.53
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Video/Film Editor	Customer	\$82.00
512110, 541430, 541810, 541820, 541850, 541910, 541922, 561920	Web Graphics Specialist	Customer	\$70.40

Service Contract Labor Standards: *The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA) are applicable to this contract and the entire Multiple Award Schedule. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish an SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.*



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TRAINING PRICING

Course Name	Site	Length	Min Participant	Max Participant	GSA Pricing
Effective Program Management in a Dynamic Environment	Customer	15 days	10	15	\$3,372.80
Developing an Effective Acquisition Strategy	Customer	2 days	10	20	\$701.76
Strategies for Risk Management	Customer	2 days	10	20	\$701.76
Systems Engineering Process Workshop	Customer	2 days	10	20	\$701.76
Developing and Managing an Integrated Data Environment (IDE)	Customer	1 day	10	20	\$299.24
Understanding and Managing Integrated Product/Process Development	Customer	1 day	10	20	\$299.24
Structuring Integrated Product Terms (IPTs)	Customer	1 day	10	20	\$299.24
Integrated Master Planning and Integrated Master Schedule Development (IMP/IMS)	Customer	2 days	10	20	\$601.51
Creating Work Breakdown Structures	Customer	1 day	10	20	\$299.24
Understanding Cost as an Independent Variable (CAIV)	Customer	1 day	10	20	\$299.24
Earned Value Management System (EVMS) Workshop	Customer	1 day	10	20	\$299.24
Overview of Project Scheduling & Control	Customer	2 days	10	20	\$701.76
Total Quality Management (TQM) Workshop	Customer	2 days	10	20	\$701.76
Business Process Modeling	Customer	2 days	10	20	\$701.76
Supply Chain Management	Customer	2 days	10	20	\$701.76
People Skills For Today's Program Managers	Customer	1 day	10	20	\$299.24
Management Skill Development & Refinement	Customer	2 days	10	20	\$701.76
Coaching and Mentoring For a Super Team	Customer	2 days	10	20	\$701.76
Presentation Skill Development	Customer	2 days	10	20	\$701.76
Effective Business Writing	Customer	2 days	10	20	\$701.76
Finance and Accounting for Non-Financial Managers	Customer	3 days	10	20	\$903.78
Customer Relationship Management (CRM)	Customer	2 days	10	20	\$701.76
How to Speak So People Will Listen	Customer	2 days	10	20	\$701.76
Real Leadership in Real Time	Customer	1 day	10	20	\$420.15
Organization Assessment	Customer	1 day	10	20	\$299.24
How to Lead Effective Group Briefings and Discussions	Customer	1 day	10	20	\$299.24
Effective Team Building	Customer	1 day	10	20	\$299.24
Strategy Development	Customer	1 day	10	20	\$299.24
Storyline Development	Customer	1 day	10	20	\$299.24
Requirements Database Development	Customer	1 day	10	20	\$299.24
Customer Analysts and Profiling	Customer	1 day	10	20	\$701.76



BUSINESS ADMINISTRATIVE LABOR CATEGORY DESCRIPTIONS

PROJECT DIRECTOR

Summary

Serves as a senior advisor/analyst to customer's executive management team in a variety of capacities.

Major Duties and Responsibilities

- Provides advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site-selection, and consolidation of operations.
- Serve as the project lead for either a contract or task.
- Serve as the primary customer point of contact for an activity.

Skills and Experience

- Proven leadership and presentation skills
- Bachelor's degree in Business, Accounting, Finance, Management, Engineering, MIS, Math or other Science related field. Master's degree desired. At least twelve (12) years of experience.
- Leadership skills derived from experience as a project leader.
- Demonstrated motivational skills with a high energy level.
- Ability to facilitate interpersonal relationships and resolve conflicts tactfully and confidentially.
- Excellent written and oral communication skills; including experience working with senior managers and making boardroom presentations and coordinating presentation and publication production.

Certification (If Required) Not Applicable

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.

PROGRAM MANAGER

Summary

Manages tasks or contracts for a single program.

Major Duties and Responsibilities

- Within broad objectives, performs in a recognized expert professional position requiring the highest level of specialized knowledge and experience related to program management and integration, project management and program oversight.
- Demonstrates ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Is a recognized leader in one or more disciplines.
- Serves as prime point of contact for clients and in-house technical advisor.

Skills and Experience

- PhD degree in Business, Accounting, Finance, Management, Engineering, MIS, Math or other Science related field.
- At least six (6) years of experience or MBA/MA/MS with at least 8 years' experience or BA/BS with at least 10 years' experience or Program Manager training with greater than 10 years of experience.

Certification (If Required) Not Applicable

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.



CONSULTANT, SENIOR

Summary

Manages tasks or contracts for a single customer and is responsible for technical, management, and cost performance. Performs work in a variety of operational areas or in a single consulting area.

Major Duties and Responsibilities

- Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies,
- Performs change enablement and management, site-selection, and consolidation of operations.
- Develops training curriculum tailored to meet the unique needs of a particular customer's requirement.

Skills and Experience

- Bachelor's degree in Business, Accounting, Finance, Management, Engineering, MIS, Math or other Science related field.
- At least seven (7) years of experience.
- Leadership skills derived from experience as a business consultant.
- Excellent written and oral communication skills.

Certification (If Required) Not Applicable

Security Clearance Must be able to obtain U.S. government SECRET level security clearance

TECHNICAL CONSULTANT

Summary

Responsible for planning, organizing, leading, and controlling the allocated resources of a technical support unit with significant impact upon the overall operations of a large group or the company in total.

Responsible for managing the activities and staff of a research engineering or technical unit engaged in product development, design, process definition/ improvement, or related technical support functions.

Major Duties and Responsibilities

- Maintains high level of involvement in client activities to achieve insight into areas where support may be applied to accomplish client goals most effectively.
- Manages the overall working unit's area of responsibility, develops and implements plans, determines personnel requirements and assigns/evaluates results, provides employee counseling and complies with EEO/AA programs.
- Makes personnel-related recommendations.
- Prepares resource estimates and complies with budget limitations.
- Identifies and allocates manpower and resources to ensure completion of established objectives within budgetary and schedule guidelines while upholding high technical standards.
- Organizes project and task workloads, selects individuals most qualified for assignments on specific projects, and makes task assignments.

Skills and Experience

- Bachelor, Master's or PhD degree in area of specialty.
- At least ten (10) years minimum of related experience with BS degree, or eight (8) years minimum of related experience with MS degree, or eight (8) years minimum of related experience with PhD degree.
- Requires demonstrated leadership skills as evidenced by prior managerial and supervisory experience
- Must be able to effectively communicate with others.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.



BUSINESS PROCESS CONSULTANT

Summary

This individual must have specialized experience in facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, and information system development methods and practices. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects.

Major Duties and Responsibilities

- Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements
- Provides group facilitation, interviewing, and training.
- Provides additional forms of knowledge transfer.

Skills and Experience

- Proven leadership and presentation skills
- Bachelor's degree- Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Math
- At least ten (10) years of experience
- Leadership skills derived from experience as a business consultant
- Demonstrated motivational skills with a high energy level.
- Ability to facilitate interpersonal relationships and resolve conflicts tactfully and confidentially.
- Excellent written and oral communication skills; including experience working with senior managers and making boardroom presentations and coordinating presentation and publication production.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. Government SECRET level security clearance.

TRAINING SPECIALIST, SENIOR

Summary

Conducts the analysis/research necessary to develop and/or revise training courses and preparation of all training materials and student materials, trains Customer personnel/employees of commercial, services or government organizations.

Major Duties and Responsibilities

- Develop and/or revise training courses.
- Preparation of all training materials (programs of instruction, course outlines, background material, training aids, etc.).
- Preparation of student materials (course manuals, workbooks, handouts, completion certificates, course critiques, forms, etc.).
- Trains Customer personnel/employees via formative classroom presentation, field presentation, workshops and seminars.

Skills and Experience

- Proven leadership and presentation skills.
- Bachelor of Science or Bachelor of Arts degree.
- Minimum of eight (8) years of applicable training related experience including management or leadership roles in successful efforts developing training programs. Military Instructor training may be substituted for BS degree and three (3) years' experience.
- Demonstrated the ability to lead highly qualified staffs in complex training related projects.
- Excellent written and oral communication skills; including experience coordinating presentation and publication production.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearances.



SUBJECT MATTER EXPERT- IMP/IMS

Summary

Provide IMP/IMS leadership on consulting, proposal, and program engagements, including program baseline and work breakdown structure where applicable.

Major Duties and Responsibilities

- Develops requirements for a project's inception to conclusion in a subject matter area, for simple to moderately complex programs.
- Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies.
- Consults with client to define need or problem, conducts studies and surveys to obtain data and analyze data to advise on or recommend solution.

Skills and Experience

- Bachelor or Master's degree
- Minimum of ten (10) years subject matter experience with a BS degree, and eight (8) years applicable subject matter experience with a MS degree.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.

SUBJECT MATTER EXPERT – RISK MGT

Summary

Possesses advanced or expert knowledge of the primary concepts, practices, and procedures in the area of risk management. Works on targeted assignments under the guidance of a program/project manager to provide thought leadership and/or technical assistance in areas of specific expertise.

Major Duties and Responsibilities

- Provides technical knowledge, subject matter expertise in the area of risk management and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of risk management for effective implementation. Applies principles, methods and knowledge of risk management to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Skills and Experience

- This individual must have experience in federal program risk management. Must be able to clearly define program/project risk areas, metrics and mitigation techniques for risk avoidance. Bachelor's degree in Business, Accounting, Finance, Management, Engineering, MIS, Math or other Science related field. Master's degree desired. At least eight (8) years of experience. Working knowledge of earned value as it applies to risk management

Certification (If Required) PMP is desired

Security Clearance Eligible for a Secret clearance as a minimum



LOGISTICIAN, SENIOR

Summary

Provides analysis/assessment of current logistical practices and systems with a view towards improvement; develops recommended solutions for problems identified.

Major Duties and Responsibilities

- Performs comprehensive studies and analyses of logistics systems and planning.
- Performs process and procedural reviews, designs optimum logistics systems, models and simulates logistics pipelines, and provides in-depth reports on quality and productivity enhancements that can be achieved.
- Studies management and organizational relationships and provides advice on implementation strategies for outsourcing, privatizing, and optimization.
- Participates in logistics forums and provides facilitation services between government departments, agencies, and industry.

Skills and Experience

- Bachelor's degree in business or science
- At least eight (8) years of relevant experience with a BS degree, or equivalent combination of education and experience.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.

MANAGER QUALITY ASSURANCE

Summary

Experience as a quality manager of project and technical staff. Must have direct management experience for organizations from 5-50 people and/or with multiple locations within a region. Must have experience in implementing quality processes through the application of ISO 9001 and other management methodologies.

Major Duties and Responsibilities

- Manages processes and quality functions to support strategic, business or action planning. Performs measurement analysis, process and productivity improvement analysis, and business process and acquisition planning and analysis. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Coordinates with the Program/Project Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates and end user representatives.

Skills and Experience

- Bachelor's degree in Business, Accounting, Finance, Management, Engineering, MIS, Math or other Science related field. Master's degree desired. At least six (6) years of experience. ISO 9001 experience desired

Certification (If Required) Six Sigma certification desired

Security Clearance Eligible for a Secret clearance as a minimum



TECHNICAL WRITER

Summary

Provides direct support to consultants and other personnel engaged in consulting activities. Composes and produces technical documentation.

Major Duties and Responsibilities

- Editing documents, composing and finalizing technical specifications, or producing user's manuals.

Skills and Experience

- Bachelor's degree with three (3) years applicable experience or an equivalent combination of education and experience that provides comparable knowledge is acceptable.
- Must have two (2) years' experience in composing and producing technical documentation with specialized experience. Specialized experience includes: demonstrated experience in editing documents, composing and finalizing technical specifications, or producing user's manuals.
- Must demonstrate the ability to work independently or under minimal direction from others.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.

LOGISTICIAN

Summary

Provides analysis/assessment of current logistical practices and systems with a view towards improvement; develops recommended solutions for problems identified.

Major Duties and Responsibilities

- Works with functional specialists, automation specialists, contractors, vendors and the Customer to effectively improve the Customer's logistic system.
- Coordinates all required disciplines in achieving the desired solution.

Skills and Experience

- Bachelor's degree(BS or BA)
- Minimum of five (5) years of overall logistics experience with three (3) years of experience in analyzing, developing, testing and delivering efficient logistic management systems.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.

PROGRAM ANALYST, EXECUTIVE

Summary

Leads the effective assessment of the approach taken or proposed to be utilized in executing an analysis/analyses effort dealing with his field of endeavor or an associated field.

Major Duties and Responsibilities

- Works closely with assigned Program Managers, Task Leaders and other Team Members in ensuring that focus is maintained on the analysis/analyses, task completion, and ultimate problem solution.
- Plans and presents program/in-process reviews with the Customer and the Team.
- Serves as the macro- technical point of contact with the Customer.
- Provides expert guidance at the highest expert/intellectual levels.

Skills and Experience

- Bachelor's degree required. MS or MA degree desired.
- Minimum of twelve years of systems related experience is required, of which eight years must be specialized in the analysis of system(s) directly related to the effort/tasks.
- Experience required includes overall supervision of the analysis/analyses from inception to execution/completion, and demonstrated ability to provide in depth assessment of the analysis/analyses and development of appropriate solutions.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.



DATABASE SPECIALIST/ADMINISTRATOR

Summary

This individual is required to design, develop, administer and/or implement databases with respect to access methods, access time, and device allocation.

Major Duties and Responsibilities

- Maintains database files.
- Accomplish monitoring of standards and procedures.

Skills and Experience

- Bachelor's degree -Computer Science, Management Information Systems, Engineering, Math, other Physical Science.
- At least five (5) years' experience.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.

PROGRAM ANALYST, SENIOR

Summary

Responsible for the effective assessment of the approach taken or proposed to be utilized in executing an analysis/analyses effort dealing with his field of endeavor or an associated field.

Major Duties and Responsibilities

- Works closely with assigned Program Managers, Task Leaders and other Team Members in ensuring that focus is maintained on the analysis/analyses, task completion, and ultimate problem solution.
- Participates in program/in-process reviews with the Customer and the Team.
- Serves as the macro- technical point of contact with the Customer.
- Provides expert guidance at the highest expert/intellectual levels.

Skills and Experience

- Bachelor's degree required. MS or MA degree desired.
- Minimum of ten years of systems related experience is required, of which eight years must be specialized in the analysis of system(s) directly related to the effort/tasks.
- Experience required includes overall supervision of the analysis/analyses from inception to execution/completion, and demonstrated ability to provide in depth assessment of the analysis/analyses and development of appropriate solutions.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.

TRAINING SPECIALIST

Summary

The Training Specialist develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); and trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-aided training.

Major Duties and Responsibilities

- Conducts the preliminary analysis/research necessary to develop and/or revise training courses and preparation of all training materials and student materials and supports training of customer personnel/employees of both commercial or government organizations.

Skills and Experience

- Bachelor's degree in Business, Accounting, Finance, Management, Engineering, At least three (3) years of experience.

Certification (If Required) Not Applicable

Security Clearance Eligible for a Secret clearance as a minimum



PROGRAM ANALYST, INTERMEDIATE

Summary

Develop and maintain complex engineering computer programs.

Major Duties and Responsibilities

- Performs coding, testing, installation, and maintenance of engineering computer programs having features including multiplicity of function, critical constraints, and elaborate input/output.
- Develops computer program documentation and operational procedures.
- Prepares project resource estimates, schedules, and cost analyses.
- Provides diagnostic support to correct processing anomalies in complex computer programs.
- Assists in the preparation of specifications and other activities requiring knowledge of programming principles and techniques.
- Interprets requirements and performs analyses to ensure that objectives are met.
- Assists in the training of less experienced personnel.

Skills and Experience

- Bachelor, Master's or PhD degree in a related computer, scientific, or engineering discipline.
- Minimum of three (7) years of systems related experience is required, of which five (5) years must be specialized in the analysis of system(s) directly related to the effort/tasks.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.

PROGRAM ANALYST, JOURNEYMAN

Summary

Responsible for the assisting in the selection of the approach taken or proposed to be utilized in executing an analysis/analyses effort dealing with his field of endeavor or an associated field.

Major Duties and Responsibilities

- Works closely with assigned Program Managers, Senior Systems Analyst, Task Leaders and other Team Members in ensuring that focus is maintained on the analysis/analyses, task completion, and ultimate problem solution.
- Participates in program/in-process reviews with the Customer and the Team.
- Provides expert input at the highest expert/intellectual levels.

Skills and Experience

- Bachelor's degree required, MS or MA degree desired.
- Three (3) years minimum of progressive, relevant experience with BS degree, or two (2) years minimum of progressive experience with MS degree, or zero (0) years' experience with Ph. D degree.
- Experience required includes partial supervision of the analysis/analyses from inception to execution/completion, and demonstrated ability to provide in depth assessment of the analysis/analyses and development of appropriate solutions.

Certification (If Required) N/A

Security Clearance Must be able to obtain U.S. government SECRET level security clearance.



MARKETING AND PUBLIC RELATIONS LABOR CATEGORY DESCRIPTIONS

PROJECT DIRECTOR

Summary

Responsible for overall projects for new and given clients and day-to-day lead contact with clients. The Project Director drives client communications and works to develop new marketing approaches for clients' business.

Major Duties and Responsibilities:

- Has daily responsibility for assigned account performance and overall vitality of the agency/client relationship. Engages client's needs across customer acquisition, retention and loyalty initiatives.
- Builds, then possesses, a deep understanding of the client's business and category, and builds similar understanding with staff. Utilizes this knowledge to proactively develop strategies and recommendations to further the client's business success and brand.
- Leads timely development and presentation of program results executed by the agency
- Compiles, records and continually updates client information
- Creates timely meeting and management reports
- Writes comprehensive project briefs
- Submits work and estimates to client for approval
- Manages client business with multiple concurrent projects in a detail-oriented manner
- Engages clients in forward-looking project planning.
- Prepares and presents new business presentations and proposals
- Authors and obtains client sign-off on all project proposals
- Attains client satisfaction over customer lifecycle
- Responsible for ongoing management, service and profitability of account and client programs

Skills and Experience

- Ability to solve problems with little or no involvement of management
- Sensitivity to problems that may affect relationships before they become uncontrollable. Ability to react in a positive fashion to resolve any potential major issues of contention. No surprises.
- Ability to communicate overview of account activity in detail and big picture to management and team members
- Demonstrated ability to communicate effectively and manage multiple tasks
- Strong client service mentality, with excellent communication skills; oral, written, listening and presentation
- Excellent organizational skills; ability to lead account team to successful adherence to timelines and project completion
- Ability to translate conceptual ideas into coherent and actionable creative requests
- An aptitude for problem-solving and "thinking on your feet"
- Solid knowledge of print production processes, direct mail processes and other direct marketing media processes is beneficial
- Understanding of direct marketing strategy in the areas of media, list, offer, and creative
- Ability to multi-task and be flexible and adaptable in a priority-changing environment
- Ability to forge positive relationships with clients through consistent contact and diligent service to demonstrate an ongoing commitment and responsiveness to client's needs
- Proficient in Word, Excel, Acrobat, PowerPoint, Outlook, ACT
- Past experience in a sales, direct marketing role
- Available for travel if required
- 6+ years of direct marketing/ad agency experience
- 10+ years of business development sales

Certification (If Required) Not Applicable

Security Clearances Not Applicable



ART DIRECTOR/CREATIVE DIRECTOR

Summary

This position will direct and coordinate the work of our on-staff and on-site graphic designers while maintaining their own portfolio of projects. Primary responsibilities include planning, organizing and delegating work assignments on art projects, mentoring, developing and fostering a team environment, regulating the completion of assignments, and assuring proper execution on all projects.

Major Duties and Responsibilities

- Must be able to manage multiple concurrent analysis and development tasks in projects,
- Serve as point of contact with the Contracting Officers Representative or Task Monitor,
- Formulate and enforce work standards, develop schedules
- Review work discrepancies and communicate policies, purposes and goals of the organization, and
- Manage and control funds and resources.

Skills and Experience

- Bachelor's degree plus a minimum of 7 years of graphic design experience
- Proven past performance supervising/managing a diverse group of graphic artists
- A creative product packaging design and illustration portfolio
- Strong work ethic and the ability to handle multiple tasks and meet tight deadlines
- Excellent graphic arts/computer graphic skills
- Mock-up skills to final proof and approval (desired)
- A strong proficiency in Adobe Photoshop, Illustrator, Quark and InDesign

Certification (If Required) Not Applicable

Security Clearances Not Applicable

PROPOSAL CONSULTANT, SENIOR

Summary

Manages proposal tasks for a single customer and is responsible for technical, management, and cost performance regarding the proposal. Performs work in a variety of operational areas or in a single consulting area.

Major Duties and Responsibilities

- Develops training curriculum tailored to meet the unique needs of a particular customer's proposal requirements.
- Manages proposal operations

Skills and Experience

- Bachelor's Degree required
- 7+ year of experience required
- Leadership skills derived from experience as a business consultant.
- Excellent written and oral communication skills.

Certification (If Required) Not applicable

Security Clearance Not applicable



FILM PRODUCTION SPECIALIST

Summary

Translate business client needs into video and/or multimedia solutions, then manage these projects from initial customer proposal through delivery, assuring the finished product is delivered in a timely manner

Major Duties and Responsibilities

- Manage and coordinate the activities of internal and external resources on a project-by-project basis.
- Responsible for fees with outside talent and professional staff
- Must prepare required purchase orders and manage other related administrative duties
- Monitoring project profitability and billing of projects
- Manage the script writing process
- Plan video production and keep schedule for client's review
- Project must be on time and on budget – any variance must be detailed and approved Assist in the development of new clients, upselling current clients and identifying new services or new revenue sources.

Skills and Experience

- 5 or more years' experience with video production for business communication.
- 3 or more years' experience as a Producer / Director for business communication video projects.
- Experience as a project manager in a media company is preferred.
- Strong script writing and proposal writing skills are also highly desired.
- College degree required: Film or English major preferred.
- Experience with related media (web, interactive CD or DVD) also preferred

Certification (If Required) Not Applicable

Security Clearances Not Applicable

VIDEO/FILM DIRECTOR

Summary

Translate business client needs into a script, then work directly with Video Producer to manage output and deliverable.

Major Duties and Responsibilities

- Storyboard and depict scenes for business communication videos
- Translate customer requirements into visual media
- Direct and manage scenes to ensure fluent and cohesive messages
- Assist in the development of new client, upselling current clients and identifying new revenue sources

Skills and Experience

- Qualified candidates must possess 5 or more years' experience with video direction business communication.
- Must possess 3 or more years' experience as a Director for business communication video projects.
- Experience as a project manager in a media company is preferred.
- Strong script writing and proposal writing skills are also highly desired.
- College degree required: Film or English major preferred.
- Experience with related media (web, interactive CD or DVD) also preferred

Certification (If Required) Not applicable

Security Clearances Not Applicable



VIDEO/FILM EDITOR

Summary

Select the most effective shot of each scene and combine them in sequence to form a logical and smoothly running story while keeping Director and Producer's "vision" intact.

Major Duties and Responsibilities

- Evaluate and select scenes in terms of dramatic and entertainment value and story continuity.
- Trim film segments to specified lengths and reassemble segments in sequence that presents story with maximum effect.
- Use editing equipment to insert music, dialogue, and sound effects.
- Review assembled film or edited videotape on screen or monitor and make corrections. Work with Sound Effects Editors and Music Editors.

Skills and Experience

- Bachelors or Associates degree in related field is a plus.
- 2+ years' experience in the related field
- Detail-oriented.
- Must be able to prioritize multiple tasks and meet deadlines.
- Well-organized and exceptional follow through skills.
- Must have knowledge of Pinnacle Software, and thorough knowledge of Adobe Photo Shop and After Effects.
- Experience using Adobe Illustrator and 3D Studio Max is a plus.
- Camera experience in Beta SP or DV formats is a plus.

Certification (If Required) Not applicable

Security Clearances Not Applicable

PHOTOGRAPHER - SENIOR

Summary

Photographs and develops pictures, organizes and coordinates shots with client, ensures client specifications are met and completes jobs in an accurate and timely manner.

Major Duties and Responsibilities

- Photographing products, platforms and large business type settings for marketing materials
- Retouching and color correcting the images
- Preparing photos for use in print, video, and website venues
- Preparing the set for proper lighting and scene style

Skills and Experience

- 3 to 5 years of work experience in photography required.
- Must have strong portfolio containing business communications and conceptual business shots
- -Intermediate computer skills preferred.
- BA/BFA – Photography
- Experience in photography and creative services highly desired
- Knowledge of photographic equipment.
- Digital camera background preferred.
- Advanced training in photography or other creative service preferred.
- Strong communication (written and oral), organizational and analytical skills.
- Ability to produce independently in a team environment and be solution oriented.

Certification (If Required) Not Applicable

Security Clearances Not Applicable



SENIOR EDITOR

Summary

Reviews material in order to ensure accuracy and completion of tasks. May be responsible for working and managing writers, junior editors and graphic designers.

Major Duties and Responsibilities

- Evaluates material to ensure value and accuracy
- Responsible for administration, writing, and designing.
- Works on multiple tasks and projects simultaneously

Skills and Experience

- Bachelor's Degree required
- 2+ years of experience required
- Detail-oriented.
- Must be able to prioritize multiple tasks and meet deadlines.
- Well-organized and exceptional follow through skills.

Certification (If Required) Not applicable

Security Clearance Not applicable

PUBLIC RELATIONS SPECIALIST

Summary

Develop and maintain communications to targeted audiences in key markets throughout the United States.

Major Duties and Responsibilities

- Utilize Public Relations expertise through writing and distributing press releases, pitching stories and interacting with the media
- Write customer case studies
- Find appropriate events for our Client to gain valuable public exposure
- Prepare speeches, submit award applications and review advertising and marketing teams ideas for proper and correct market "etiquette"
- Assist with company/industry events and miscellaneous projects
- Participate in team brainstorming sessions
- Offer creative ideas for revamping, rebranding and reintroduction of government products, programs and vendors

Skills and Experience

- Bachelor's degree in Marketing or related field
- Minimum 2 years PR experience, preferably in a high-tech environment
- Excellent writing and market research skills
- Knowledge of PR processes and ability to work autonomously
- Ability to manage multiple projects and deadlines

Certification (If Required) Not applicable

Security Clearances Not Applicable



LINGUIST/VOICE OVER

Summary

Prepares voice over “spots” for video and website marketing tools and various training materials produced in-house by our Integrate Marketing Services Department.

Major Duties and Responsibilities

- Works directly with Production Team reading and recording scripts
- Helps edit and do take-overs for accurate and seamless integration

Skills and Experience

- 3-5 years’ experience with samples and references
- Advanced user proficiency with Microsoft Office and Productivity applications.
- Basic to intermediate familiarity with video editing software, specifically Adobe Premiere and AfterEffects.
- Experience with translation, localization or interpretation from English into foreign languages, including computing and technical terminology.

Certification (If Required) Not applicable

Security Clearances Not Applicable

TRANSLATION SERVICES

Summary

Provides translation services for marketing materials.

Major Duties and Responsibilities

- Ability to read, write and speak in “native” dialect Understands technical terms in both English and Native dialect
- Translates scripts and marketing materials for print work as well as voice work

Skills and Experience

- Bachelor’s degree, preferably in humanities
- Excellent organizational ability & attention to detail
- Superior communication skills
- Candidates with fluent capabilities in any language
- Multitasking ability
- 2 years’ experience in the translation/localization industry coordinating projects
- Computer skills including Windows operating environment, word processing, spreadsheets and email

Certification (If Required) Not applicable

Security Clearances Not Applicable



PROPOSAL COORDINATOR

Summary

Manages all aspects of proposal development, to include directing and coordinating the activities of Proposal Volume Leaders and numerous technical authors to produce high-quality, winning proposals while meeting stringent schedule requirements. Manages production group and reports to Proposal manager on a daily basis with status and milestone updates.

Major Duties and Responsibilities

- Directs and coordinates proposal production staff to produce high-quality proposal products-graphics, slides and text
- Coordinates Blue, Pink, Red, and Gold Team proposal reviews
- Integral part of the business capture activities
- Contributes to the corporate Proposal Development Center (PDC) data archives, which include program/project summaries, management methodologies, and boilerplate/re-use materials.
- Assists in promoting standardized corporate proposal processes.

Skills and Experience:

- Minimum of five years of Proposal development experience required.
- Experience in reading and analyzing requests for proposals, creating proposal outlines and schedules, managing and coordinating activities of several writers and production staff, editing written material, writing new material, proofreading and performing quality check of proposals under tight deadline constraints.
- Strong communications skills a must.
- Extensive proposal development experience; be knowledgeable of proposal development techniques to include storyboard development, compliance, and the preparation of oral proposal presentations.
- Management skills required to direct and orchestrate large, multi-contractor proposal team efforts.

Certification (If Required) Not applicable

Security Clearances Not Applicable



GRAPHICS SPECIALIST

Summary

Creates and develops graphics that understand the impact of design on our Client's business and can carry the overall brand throughout design. Has the ability to provide creative and innovative solutions within our Client's corporate identity system

Major Duties and Responsibilities

- Layout and design of documents
- Prepares complex document templates and covers, proposal graphics, high-end presentation coordination, and story boarding
- Capability to present several high-quality graphics options to project managers as well as take full responsibility for the quality of work under his/her direction
- Perform cost estimates
- Develop direct-to-consumer and direct-to-business print campaigns, web designs, interfaces and e-mail communications integrating user feedback and internal analysis to drive volume and sales for our clients Create attractively designed collateral pieces and graphics utilizing an existing creative direction
- Retouch photos and make color corrections
- Build die-cut templates.
- Convert and manage files from PC applications and legacy Mac formats.
- Correctly size to the exact specifications provided by media companies and vendors.
- Versatile in all aspects of pre-press and general off-set printing knowledge
- Responsible for checking accuracy and completeness of all work.

Skills and Experience

- Minimum of three years' experience
- BA or BFA in Design, Graphic Design or related field
- Experienced and knowledgeable with the Adobe Office Suite (Photoshop, In Design, Illustrator).
- Ability to produce proof graphics in PowerPoint for proposals and presentations
- Ability to develop visual information from written information or verbal instructions,

Certification (If Required) Not applicable

Security Clearances Not Applicable

SUBJECT MATTER EXPERT

Summary

Provides leadership on proposals and marketing engagements.

Major Duties and Responsibilities

- Develops requirements for a project's inception to conclusion in a subject matter area, for simple to moderately complex programs.
- Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies.
- Consults with client to define need or problem, conducts studies and surveys to obtain data and analyze data to advise on or recommend solution.

Skills and Experience

- Bachelor's Degree required
- 4+ years of experience required in subject matter

Certification (If Required) Not applicable

Security Clearance Not applicable



WEB GRAPHICS SPECIALIST

Summary

Manages all aspects of web design and graphics for client's integrated marketing package.

Major Duties and Responsibilities

- Responsible for the designing of a variety of marketing communication materials, specifically for client's web site
- Manage and maintain graphic files and archive records for future for use (Website only)
- Provide creative solutions to continually improve the look, feel and functionality of the client's websites
- Utilize web-based technologies to create and design new web pages or enhance existing pages.
- Maintain a project log to provide up-to-date status and to meet critical timelines.
- Maintain Client logos and advise employees of proper use and specifications when incorporating Client logos into any print or on-line materials.

Skills and Experience

- BA or BFA in Design, Graphic Design, Art, or related field
- 3-5 years in web development and graphics development specifically for the Web
- Proficiency in HTML, Photoshop, Illustrator, Fireworks and Image Ready
- Experience with Flash, Javascript, and UI software development is a plus.
- Good knowledge of overall web/email fundamentals.

Certification (If Required) Not applicable

Security Clearances Not Applicable

COPYWRITER

Summary

Writes and directs copy for advertisements, marketing collateral, proposals and other related business communications and corporate communication packages.

Major Duties and Responsibilities

- Develop highly creative promotion concepts and copy for all elements required to execute consumer marketing and trade promotion programs for clients
- Work as team member with the Account Planning, Creative and Account Service Teams to conceptualize and develop strategic marketing programs that will have an impact on the business of the agency's clients
- Provide strategic thinking on all of the agency's accounts while developing and implementing a marketing/promotion vision that expands both client and agency opportunities for brand building
- Organize assignments and workflow, maintaining the proper channels of communication and areas of responsibility to ensure all timelines
- Actively participate in brainstorming, creative briefings and client presentations, when necessary
- Stay abreast of current trends, communication techniques and marketing promotions
- Maintain the integrity of the clients message across all communication elements by providing thought leadership and fully understanding our clients' products/services
- Ensure all program elements consistently and uniformly meet the objectives as set forth by the original creative brief and/or supplemental information.

Skills and Experience

- BA – English, Journalism or other related field
- 2-5 years of experience working on the agency side of the business

Certification (If Required) Not applicable

Security Clearances Not Applicable



TECHNICAL WRITER

Summary

Creates and conceptualizes technical marketing materials for high-end clients.

Major Duties and Responsibilities

- Ability to create innovative design solutions for complicated projects, using excellent knowledge of typography, design principles, color, paper, ink, printing, and Web and electronic graphics.
- Demonstrated ability to execute publications layout on a Macintosh using Adobe PageMaker, QuarkExpress, InDesign, Photoshop, and Illustrator
- Demonstrated ability to execute Web graphics using Dreamweaver or related software
- Ability to communicate clearly and effectively, both orally and in writing.
- Knowledge of proofreading marks.
- Ability to coordinate multiple projects on tight deadlines and follow established procedures.

Skills and Experience

- Bachelor's degree in visual communications, graphic art, or design
- 2+ years' experience in a technical setting
- Understanding of pre-press and post-production activities
- Knowledge of government acquisition processes
- Experience working with tight deadlines and high-demand clients

Certification (If Required) Not applicable

Security Clearances Not Applicable

ADVERTISING ASSISTANT

Summary

Assist the advertising and marketing departments with administrative duties to fulfill requirements for marketing and advertising campaigns.

Major Duties and Responsibilities

- Provides executive administrative support to the Advertising and Marketing departments
- Responding to emails; coordinating meetings and schedules; preparing travel arrangements; preparing expense reports; preparing letters and memos; assisting in the scheduling of Ad Sales events; distributing mail and faxes; maintaining and organizing files; ensuring invoices are approved and submitted; and other tasks as assigned by supervisor.
- Researching advertising media placement and other advertising avenues as directed by manager

Skills and Experience

- 1+ years executive administrative support experience.
- Must have experience scheduling and coordinating extensive travel.
- Proficient PC skills in Word, Excel, PowerPoint and Outlook.
- Ability to pay close attention to detail and to understand written and oral instructions.
- Ability to organize and schedule work effectively.
- Ability to handle multiple tasks and work in a fast paced environment.
- Bachelor's degree preferred.
- Advertising Sales or Marketing exposure a plus.

Certification (If Required) Not applicable

Security Clearances Not Applicable



MARKETING SUPPORT

Summary

Assists in the development and support of marketing campaigns for clients across the United States. Major Duties and Responsibilities

- Gather, analyze and generate client reports weekly and/or daily.
- Consistently monitor client campaigns; troubleshoot.
- Maintain organized library of client history and campaign statistics.
- Assist in assembling quotes, marketing materials and whatever is necessary to assist the marketing team.
- Assist with corporate trade shows, so some travel is required.

Skills and Experience

- 4 year college, marketing degree preferred
- Minimum of 1 year experience
- Excellent analytical, writing and communication skills
- Must be proficient in Microsoft Office (Word, Excel, Powerpoint)
- Detail oriented
- Self-starter and able to work within a very fast paced environment
- Must be able to prioritize and multi-task

Certification (If Required) Not applicable

Security Clearances Not Applicable

TRADESHOW COORDINATOR

Summary

Manages and coordinates tradeshow calendars and activities for a wide array of clients throughout the United States.

Major Duties and Responsibilities

- Research and determine appropriate tradeshow for particular clients; devise yearly tradeshow calendar with schedules associated
- Coordinating all tradeshow, assisting with various Marketing Communications projects, and performing various administrative tasks for the sales team.
- Research travel schedules (flight, lodging and transportation), attending to cost, convenience and preferences,
- Research tradeshow prospects and submit approval forms,
- Submit tradeshow contracts accurately, and in a timely fashion,
- Coordinate tradeshow details, such as, but not limited to:
- Shipments; Booth furniture; Electricity; Decorating/Displays
- Supply attending sales representatives with tradeshow packets, containing all pertinent information,
- Maintain inventory of tradeshow supplies, graphics, displays and show bags
- Maintain accurate individual tradeshow files
- Coordinate all off-site meetings, including AV needs, food/beverage, sales materials and samples

Skills and Experience

- Bachelor's Degree
- 1+ years of experience
- Excellent MS Office skills (Word, Excel, PowerPoint)
- Ability to self-manage multiple projects, work quickly, and always look for more ways to help
- Extremely detail-oriented
- Strong writing/editing/communication skills
- Exceptional phone demeanor
- Previous Marketing Assistant, Tradeshow Coordinator or Administrative Assistant experience necessary
- MAS90, GoldMine and Illustrator software experience a plus



PROOFREADER

Summary

Proofreads marketing and advertising materials for various clients throughout the United States.

Major Duties and Responsibilities

- Ensure spelling, grammatical, punctuation and compositional accuracy of marketing and promotional materials on a variety of key projects; Key projects include proposals, letters, brochures, websites, advertisements, videos and other documents that must be error-free and of a quality to support the Firm's highly visible brand
- Work with trade and sample packaging
- Ensure consistency of brand messaging
- Maintain consistency of format and grammar in multiple client-related jobs including as many as 12-15 related reports.

Skills and Experience

- BA – English, Journalism or related field
- Ability to work under deadlines
- Excellent command of the English language and working software expertise with Word and Adobe Acrobat
- 3+ years in Advertising, Marketing or other related profession

Certification (If Required) Not applicable

Security Clearances Not Applicable

PROJECT MANAGER

Summary

Provides leadership role on target marketing assignments and is able to manage tasks effectively.

Major Duties and Responsibilities

- Coordinates with team members to ensure success of assignments.
- Oversees and plans assignments for team based on client deliverables
- Organize tasks, resources, and people based on project requirements.

Skills and Experience

- Has been in a previous leadership role
- Superior communications skills required
- Bachelor's Degree required, preferably in Business, Human Resources, Public Relation, or Hospitality
- 4+ Year Experience preferred

Certification (If Required) Not applicable

Security Clearance Not applicable

DOCUMENT DESIGNER

Summary

Responsible for producing documents to ensure successful marketing techniques. Documents styles may include client deliverables, reports, presentations, event material, brochures, and other projects.

Major Duties and Responsibilities

- Responsible for creating documents that appeal to a given customer
- Reviews and edits documents to ensure the accurate representation of the desired message.
-

Skills and Experience

- Must be able to prioritize multiple tasks and be detailed oriented
- Must have excellent written, verbal, and interpersonal skills
- Bachelor's degree required
- 2 + years of experience required

Certification (If Required) Not applicable

Security Clearance Not applicable



IAN | EVAN | ALEXANDER

EXPERIENCE/EDUCATION SUBSTITUTIONS

6 years of additional military experience	Equals	Bachelor's Degrees
8 years of additional military experience	Equals	Master's Degree
15 years of additional military experience	Equals	Ph.D.

4 years of additional relevant experience	Equals	Bachelor's Degrees
6 years of additional relevant experience	Equals	Master's Degree
10 years of additional relevant experience	Equals	Ph.D.



TRAINING COURSE DESCRIPTIONS

EFFECTIVE PROGRAM MANAGEMENT IN A DYNAMIC ENVIRONMENT

Summary

Effective Program Management in a Dynamic Environment” is an intensive 3-week workshop that covers all phases of program management. Subject matter includes developing program strategy, early risk assessment, establishing processes and procedures framework, and team and organizational structure. Master planning and scheduling, and financial management are also covered in detail.

Minimum Number of Participants – 10

Maximum Number of Participants – 15

DEVELOPING AN EFFECTIVE ACQUISITION STRATEGY

Summary

Developing an Effective Acquisition Strategy” workshop is designed to provide participants with new ideas and techniques to assist in preparing an appropriate strategy for program/project acquisition. Topics to be covered include the establishment of overall program goals, threshold and objective requirements, cost, schedule and performance metrics. Acquisition risk will be explored in detail.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

STRATEGIES FOR RISK MANAGEMENT

Summary

Topics to be covered in “Strategies for Risk Management” workshop include: 1) Risk assessment of cost, schedule, and performance parameters, 2) Decision analysis and risk prioritization, 3) Organizational structures for Risk Management, and 4) Tools and Techniques for Risk Management. The course explores multiple strategies to aggressively reduce system- level risk. Risk Management planning, as an integral part of overall project planning, will be discussed in detail.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

SYSTEMS ENGINEERING PROCESS WORKSHOP

Summary

The “Systems Engineering Process” is a comprehensive, iterative, and recursive problem solving process workshop with an emphasis on integrated product team execution. The workshop includes discussion of four fundamental areas of system engineering including: 1) Requirements Analysis, 2) Fundamental Analysis/Allocation, 3) Design Synthesis and 4) System Analysis & Control. Tools and techniques to improve the systems engineering process also are covered.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

DEVELOPING AND MANAGING AN INTEGRATED DATA ENVIRONMENT (IDE)

Summary

Developing and Managing an Integrated Data Environment (IDE)” workshop provides participants a working level knowledge to establish and manage an IDE framework. Topics covered in this one day workshop include establishing a secure digital operation, type of data required to be exchanged, security requirements, data and file management and new technologies available for IDE implementation.

Minimum Number of Participants – 10

Maximum Number of Participants – 20



UNDERSTANDING AND MANAGING INTEGRATED PRODUCT/PROCESS DEVELOPMENT

Summary

Understanding and Managing Integrated Product and Process Development” workshop is focused on the Top Ten Tenets of IPPD (Customer Focus, Concurrent Development of Products and Processes, Early and Continuous Life Cycle Planning, Maximizing Flexibility, Improved Process Capability, Event-Driven Schedule, Multifunction Teams, Empowerment, Seamless Management Tools and Proactive Risk Management). This one-day workshop will provide participants a working knowledge of the basic concepts and principles of IPPD.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

STRUCTURING INTEGRATED PRODUCT TEAMS (IPT’s)

Summary

Structuring Integrated Product Teams (IPT’s)” is a workshop designed to provide participants with an understanding of the cross-functional dynamics of IPT organization and its benefits. Course work includes assessing program requirements and support organization structure development; setting team goals, responsibilities and authority levels; and evaluating planned resources.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

INTEGRATED MASTER PLANNING AND INTEGRATED MASTER SCHEDULE DEVELOPMENT (IMP/IMS)

Summary

Integrated Master Planning and Integrated Master Schedule Development” workshop focuses on one of the key skills required for acquisition and program management personnel. This workshop provides insight and unique techniques for the effective planning and control of complex projects and programs with particular emphasis on risk management and resource management.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

CREATING WORK BREAKDOWN STRUCTURES

Summary

Participants in the “Creating Work Breakdown Structures” workshop will develop an understanding of the WBS framework and relationship with the cost and risk factors of a program. The workshop is a hands-on seminar and will provide participants with significant insight into developing and evaluating contract WBSs.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

UNDERSTANDING COST AS AN INDEPENDENT VARIABLE (CAIV)

Summary

“Understanding Cost as an Independent Variable (CAIV)” is a one-day workshop designed to provide participants with a working knowledge and familiarization with the CAIV concept of focusing on Total Ownership Cost (TOC) in program acquisition. Course work includes an overview of Risk Analysis, Trade-Off considerations, management incentives, and program baseline metrics.

Minimum Number of Participants – 10

Maximum Number of Participants – 20



EARNED VALUE MANAGEMENT SYSTEM (EVMS) WORKSHOP

Summary

An integrated approach to “Earned Value Management System (EVMS)” is explored in this one-day workshop. Topics to be covered include Work Breakdown Structures, organizational elements, planning, scheduling, budgeting, and account and analysis/management reports. The course provides the workshop participant an overall understanding of EVMS in government contracting.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

OVERVIEW OF PROJECT SCHEDULING & CONTROL

Summary

The “Overview of Project Scheduling and Control” workshop will provide participants a “hands-on” experience developing a project schedule in MS Project 2000 and control measures to maintain project status.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

TOTAL QUALITY MANAGEMENT (TQM) WORKSHOP

Summary

Total Quality Management (TQM) has expanded far from just manufacturing organization, and today’s managers, both inside and outside the government, have embraced its concepts and principles. This workshop provides many hands-on tools and techniques that prepare participants to instill a TQM environment in their organization and manage programs and projects with continuous improvement.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

BUSINESS PROCESS MODELING

Summary

“Business Process Modeling” workshop explores the driving factors for effective business process modeling, modeling as a stand-alone project, and factors to make the modeling process successful. Tools and techniques are described with hands-on experience in a business case environment to prepare participants to conduct independent modeling of their own organization or manage outside Business Process consultants.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

SUPPLY CHAIN MANAGEMENT

Summary

Supply Chain Management is now an integral part of overall program/project management. This workshop provides participants keen insight into the role of the procurement manager and his/her relationship to the overall program/project success. The workshop covers procurement management processes, planning requirements, make/buy decision matrixes and strategies for effective and responsive supply chain management.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

PEOPLE SKILLS FOR TODAY’S PROGRAM MANAGERS

Summary

This is an interactive, fast paced workshop designed to provide program/project managers with practical skills for managing multiple personalities. Interpersonal skill development and motivational techniques enable participants to better communicate with peers, subordinates and supervisors.

Minimum Number of Participants – 10

Maximum Number of Participants – 20



MANAGEMENT SKILL DEVELOPMENT & REFINEMENT

Summary

This workshop provides many useful ideas, concepts, tools and techniques to improve management effectiveness. Personality profiling and specific communication skill development, meeting management, work prioritization and time management are areas covered in this two-day workshop.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

COACHING AND MENTORING FOR A SUPER TEAM

Summary

This workshop prepares frontline supervisors with interpersonal skills and techniques that transform managers into leaders.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

PRESENTATION SKILL DEVELOPMENT

Summary

The “Presentation Skill Development” workshop is a hands-on program that rapidly develops the participants’ presentation capability through actual classroom presentations that are peer group critiqued and videotaped for self-appraisal. Techniques covering delivery, audience analysis, content development, graphical storyline development and speaking with authority are all covered in this two-day workshop

Minimum Number of Participants – 10

Maximum Number of Participants – 20

EFFECTIVE BUSINESS WRITING

Summary

“Effective Business Writing” workshop is designed to improve written business communication and provide participants with multiple techniques to overcome writers block. Proven techniques for effective and efficient written communication are explored with multiple exercises.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

FINANCE AND ACCOUNTING FOR NON-FINANCIAL MANAGERS

Summary

The basics of business financial accounting, accounting cycles, balance sheets, income statements, cash flow, cost accounting, fixed assets and budgeting, are covered in this intense three-day workshop. This new insight and understanding of financial management will provide participants with confidence and competence in using financial tools in corporate decision making.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

CUSTOMER RELATIONSHIP MANAGEMENT

Summary

Everyone in business has customers and the “Customer Relationship Management (CRM) workshop provides participants an understanding of the basic principles of “Customer Centric” management. During the workshop, participants will be shown how to build a customer relationship database, develop fundamental of customer partnerships, establish both strategic and tactical CRM plans and measure the effectiveness of plans for future refinement.

Minimum Number of Participants – 10

Maximum Number of Participants – 20



HOW TO SPEAK SO PEOPLE WILL LISTEN

Summary

During their 2-day workshop, participants will gain skills for how to perform an audience analysis and design/prepare/practice/present more confidently. Participants will learn 10 essential elements of speaking; 3 critical question every speaker must answer; 4 non-negotiable rules of effective speaking; 10 things audiences like from a good presenter; and 10 things audiences dislike from a presenter.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

REAL LEADERSHIP IN REAL TIME

Summary

Real leadership in Real Time is designed for all levels of management and provides a foundation of basic leadership characteristics. Participants will learn techniques to prioritize and focus, motivate themselves and others, and recognize the differences between management and leadership.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

ORGANIZATION ASSESSMENT

Summary

Assessing individual personalities and corporate cultures provides a baseline for effective management and leadership. Participants will be able to better recognize potential conflicts, develop resolution plans and improve employee morale after attending this 1-day workshop.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

HOW TO LEAD EFFECTIVE GROUP BRIEFINGS AND DISCUSSIONS

Summary

Participants in the “How to Lead Effective Group Briefings and Discussions” workshop will be prepared to plan group briefings, prepare and present effect presentations, profile audience and now when and how to use, and not to use, humor.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

EFFECTIVE TEAM BUILDING

Summary

“Effective Team Building” is an essential skill for every successful manager and leader. This one day workshop explores what constitutes a good team, what constitutes a bad team and how to develop a team, how to assess individual personalities and how to manage for a positive group dynamics.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

STRATEGY DEVELOPMENT

Summary

Strategy plays an important role in all aspects of business management. Participants will develop an understanding of strategy as the foundation of action planning, how to “map” strategic into executable plans’ techniques to assess risk, and how to identify opportunities associated with selected strategy. This is a hands-on workshop where participants are in a group dynamic and must lead/facilitate a strategy/solution to real work issues.

Minimum Number of Participants – 10

Maximum Number of Participants – 20



STORYLINE DEVELOPMENT

Summary

“Storyline Development” is a one-day workshop designed to develop effective and integrated themes into written documents. Early identification of a central theme and mapping that into a document creates interest for the readers and improves retention and desired effect. Participants will develop a central storyline and map themes into a draft document in his one-day workshop.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

REQUIREMENTS DATABASE DEVELOPMENT

Summary

Participants in the “Requirements Database Development” workshop will become familiar with techniques to decompose, classify and track requirements for effective program management. A hands-on approach is utilized to identify common requirements from divergent sources for an integrated and efficient approach to requirements management.

Minimum Number of Participants – 10

Maximum Number of Participants – 20

CUSTOMER ANALYSIS AND PROFILING

Summary

Understanding who your real customers are is a key characteristic of successful managers and leaders. This two-day hands-on workshop enables participants to identify who their customers are, how to perform a quick analysis and profile of their customers, and architect effective plans to make their customers raging fans.

Minimum Number of Participants – 10

Maximum Number of Participants – 20