



PARAGON

MANAGEMENT CONSULTANTS

CAPABILITY STATEMENT

ABOUT PARAGON

As a women-owned minority small business, Paragon Management Consultants is committed to excellence. We pride ourselves on being a leader in consulting and management, providing quality and innovative solutions to our clients in government and private sector organizations. We are experts in understanding client requirements, providing prompt follow-up, and delivering high-value products and services at minimal cost.

PARAGON'S CEO

Founded in 2024 by President/CEO Adina Greenfield, the company focuses on providing professional, customer-satisfaction-driven business development, resources, quality assurance, and technical support services to government and private sector organizations. Mrs. Greenfield brings over 19 years of experience in Commercial management and customer service. Previously, Mrs. Greenfield has managed contracts, provided project management services, and administered contracts from start to end. She has also provided marketing, information technology, and strategic planning services to various clients.

FOR MORE INFO CONTACT US

Adina Greenfield CEO



267-319-3016



Adina@paragonconsultant.org

CAGE CODE #12U84,
UEI#TPVAYGFXSNG3
WOSB, EDWOSB, SDB,
HUB ZONE. (ALL PENDING)

CORE CAPABILITIES

Administrative, Management & Consulting

- Business-Process-Outsourcing
- Program Project-Management Legal
- Services Financial-Management
- Services Business-Analytics
- Conference-&-Event-Planning
- Office-Administrative-Support-Services

Professional Development Services

- Technical Training
- Professional & Management Development
- Strategic Planning
- Organizational Development

Facilities Support Services

- Commercial Real Estate Services
- Operations & Maintenance Grounds
- Maintenance & Landscaping Janitorial Services
- HVAC, Electrical, Plumbing, Painting & Drywall
- Pest Control Services

Information Technology Solutions

- Web / Database Design & Development
- Website Development & Maintenance
- Help Desk and Operational
- Cyber Security
- Program/Project Management
- Web Application

PAST PERFORMANCE

ADMINISTRATIVE, MANAGEMENT & CONSULTING

- Program evaluation and performance optimization
- Systems design and implementation
- Multi-project portfolio management
- Resource allocation and team coordination
- Stakeholder management and communication
- Quality assurance and process improvement
- Timeline management and deliverable tracking
- Cross-functional team leadership

INFORMATION SYSTEMS SERVICES

- Managed user accounts and administered system access. Imaged and replaced computers as needed. Configured and installed peripheral equipment.
- Multitasked effectively across multiple systems and applications.
- Maintained websites and applications with regular content updates. Performed account administration, debugging, and system testing.
- Identified website requirements and participated in project planning. Coordinated work assignments to meet strict deadlines.
- Delivered comprehensive IT support for various applications and operating systems.
- Installed hardware, software, and peripheral equipment. Performed minor repairs and maintenance on computer systems.

FACILITIES SUPPORT SERVICES

- Event set-up/tear-down
- Marketing materials (brochures, flyers, social media)
- Commercial property maintenance
- Find and locate suitable HVAC, electrical, and custodial maintenance services

Professional Development Services

- Partnered with senior leaders to develop & execute comprehensive talent acquisition strategies, ensuring optimal talent placement across the organization
- Implemented organization-wide goal setting, performance management frameworks, and annual operations planning projects
- Successfully directed operations and led a team of people, translating strategic plans into actionable
- Leveraged expertise to facilitate training programs and pinpoint client needs through strategic business solutions
- Drove performance improvement initiatives through structured training sessions and coaching programs

PRIMARY: 541611 MANAGEMENT CONSULTING

NAICS CODES

541199	561611	561210	561312	721199	541519
541612	541618	541990	611430	661710	541512
556110	541511	531311	611699	238220	541511
				238210	541420