



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.

www.PMConsultants.org

CORE CAPABILITIES

Administrative, Management & Consulting

- Business-Process-Outsourcing
- Program Project-Management Legal Services
- Financial-Management
- Services Business-Analytics
- Office-Administrative-Support-Services

Professional Development Services

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

Construction, Forestry, Facilities Support Services

- Construction Services
- Operations & Maintenance
- Grounds Maintenance & Landscaping
- Forestry
- Janitorial Services
- HVAC, Electrical, Plumbing, Painting & Drywall
- Remediation Services

Information Technology Solutions

- Website / Database Design, Development & Maintenance
- Help Desk and Operations support
- Cyber Security
- Program/Project Management
- Web Application
- Marketing services

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.

**Construction, Facilities,
and Forestry Support**

- Water and sewer systems, pipelines, roads, bridges, roofing, and structural repairs.
- Janitorial, cleaning, maintenance coordination, security, and full facility operations.
- Commercial HVAC installation, maintenance, and repair with certified technicians.
- Timber assessment, wildfire response, pest control, forest planning, and reforestation.

**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	561110	611430	541430	541613	238220
541612	541990	611699	541511	541599	238210
561611	561312	611710	541512	115310	237110
237310	238160	562112	562910	561210	561720
					237120