

# A PEOPLE RESOURCES COMPANY

PROFESSIONAL SERVICES | INFORMATION TECHNOLOGY | HEALTHCARE | TRAINING



Our people are readily available to solve problems and address the needs of our customers on a consulting or staffing basis —*anytime, anywhere.*

**Dunson  
& Associates  
Inc.**

A People Resources Company





# CONNECTING YOUR BUSINESS TO THE PEOPLE RESOURCES YOU NEED

## HIGHLY QUALIFIED PEOPLE

Dunson & Associates, Inc. is a people resources company, providing Professional Services, Information Technology (IT) and Healthcare Solutions. Our highly qualified people are readily available to deliver solutions to our customers ***anytime, anywhere.*** Many of our people are *security cleared* for highly sensitive and classified work.

*The distinguishing difference between Dunson & Associates and its competitors are its highly qualified people who are readily available to deliver workplace solutions.*

## OUR APPROACH

At the heart of Dunson & Associates are its professionals who are experts in their field. Our associates' varied experience and education bring years of professional knowledge, providing the skills and experience to get the job done from beginning to end. If in-house expertise is lacking, our customers use our consulting services to get the job done. We organize and manage *teams of professionals* to meet your business needs

### ***Premium Recruiting Strategies that Produce Premium People.***

Our people are premium because of our recruiting practices and tools. The knowledge of our recruiters enables them to effectively screen and place the right people in the right jobs for our customers.

***Timely Response Means Customer Satisfaction.*** To ensure timely response and customer satisfaction, we tap into the horsepower of an automated system specifically designed for the recruiting process. Built on more than 15 years of Best Practices, our tool is a system that has been designed to facilitate all of the steps in the recruiting process, including people tracking and Customer Relationship Management (CRM).

## GOVERNMENT CERTIFICATIONS

SDB  
MBE  
WOSB  
EDGE

## PROFESSIONAL SERVICES SOLUTIONS

- ◆ General Managers
- ◆ Project Managers
- ◆ Contract Analysts
- ◆ Business Analysts
- ◆ Executive Administrators
- ◆ Facility Managers
- ◆ Acquisition Specialists
- ◆ Research Analysts
- ◆ Financial Analysts
- ◆ Documentation Managers
- ◆ Human Resources Specialists
- ◆ Cost Analysts
- ◆ Meeting Planners
- ◆ Customer Service Reps
- ◆ Call Center Specialists
- ◆ Lawyers
- ◆ Accountants
- ◆ ...and More



## HEALTHCARE SOLUTIONS

- ◆ Medical Providers
- ◆ Mid-level Medical Providers
- ◆ Nurses
- ◆ Quality /Auditing Specialists
- ◆ Health IT Specialists
- ◆ Healthcare Informatics Specialists
- ◆ Clinical Research Analysts
- ◆ HEDIS Chart Abstractions Specialists
- ◆ Behavioral Health Therapists
- ◆ Physical Therapists
- ◆ Occupational Therapists
- ◆ Speech Therapists
- ◆ Certified Medical Record Coders
- ◆ Medical Records Experts
- ◆ Nutritionists
- ◆ Health Educators
- ◆ ...and *More*

## IT SOLUTIONS

- ◆ Programmers
- ◆ Software Testers
- ◆ Data Architects
- ◆ Data Warehouse Specialists
- ◆ Database Developers
- ◆ Database Administrators
- ◆ Desktop and Helpdesk Technicians
- ◆ Technical Writers
- ◆ Hardware and Software Trainers
- ◆ Health IT Systems Analysts
- ◆ Program Managers
- ◆ Process Engineers
- ◆ Security Analysts
- ◆ ...and *More*

***Fit Estimates to Match Our People to the Right Jobs.*** To guarantee we are matching the right people to the right work, we employ the WorkPlace BigFive (WPB5) tool, which generates a report that has fit estimates on 54 performance competencies including leadership, integrity, comfort with change, motivation of others, and teamwork — among many others.

## CONSULTING

When in-house expertise is lacking, our customers use our Consulting Services (long- or short-term) to get the job done. We provide consulting teams specializing in Professional Services, IT and Healthcare solutions. Consulting teams range from computer networking to software requirements/development and more. In the area of healthcare consulting, teams range from quality auditing, clinical informatics to electronic health records.

## STAFFING

At the heart of Dunson & Associates, Inc. are its people who are experts in their respective fields. Their varied experiences and education bring years of professional knowledge, providing the skills to get the job done.

## TRAINING

In addition to people resources, Dunson offers unique training solutions. Would your business benefit from improved communications and increased productivity? Could your teams work together more effectively? Do your employees value differences? Do they manage their time well? Are they as innovative as you'd like them to be?

***...Specializing in professional services, information technology (IT), healthcare, and training solutions!***

## TRAINING SOLUTIONS

### BUSINESS PROFESSIONAL TRAINING

The Business Professional Training targets companies that want to increase productivity and decrease liability. This integrated collection of professional development online courses meets a critical business need as companies are charged with training their employees on communication skills, professional development and employee conduct.

### TECHNOLOGY TRAINING

Our Microsoft Certification Training for MCSE, MCSA, MCP, .NET, and more will get your people trained and certified.

### CERTIFICATION TRAINING

Certification training such as A+, Security+, Network+, CISSP, and others combine the convenience and affordability of computer-based training with the personal attention and effectiveness of instructor-led training. *Get started today with your training!*



### ONLINE AND COMPUTER-BASED TRAINING

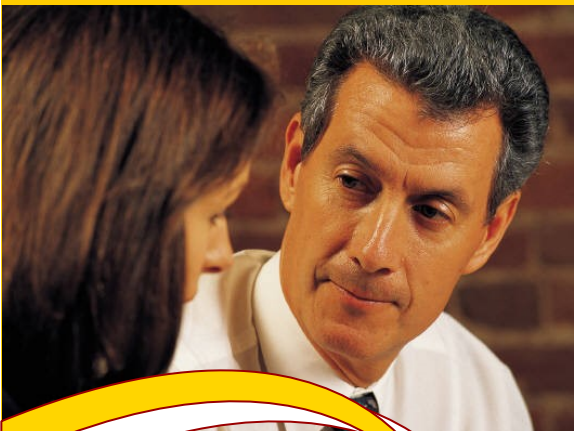
Our online training, includes a comprehensive portfolio of high-quality, integrated learning solutions. Our 1000+ training titles include professional development for the Office, IT and Healthcare professionals. Accordingly, we offer basic computer and advanced software applications and IT courses including certification practice exams.

### ON-SITE TRAINING

We also provide on-site, leader-led training and custom content development. Our training solutions are designed to help businesses unlock the potential of their people, leading them to achieve the results they need to remain both responsive and competitive in today's fast-paced world. Dunson & Associates, Inc. is strategically positioned to help companies achieve measurable success through training.

For a listing of course offerings, visit our website at [www.dunsonandassociates.com](http://www.dunsonandassociates.com). And then, click on "Learning Portal".

Contact our office at 937-854-5940 for more details concerning our training products.







## **GOVERNMENT CONTRACTING**

### **GSA MAS IT 70 SCHEDULE—GS35F368BA**

This schedule provides innovative information technology products, services and solutions at your fingertips. Schedule 70 offers federal, state, and local governments innovative solutions to their information technology (IT) needs.

### **GSA VA FSS 621i SCHEDULE—V797D-60715**

This schedule provides Clinical & Allied Healthcare Services at your fingertips. Schedule 621i offers federal, state, and local governments innovative solutions to their healthcare needs.

### **GSA TEMPORARY AND PROFESSIONAL SERVICES SCHEDULE—47QSEA18D002L**

This schedule provides proven professional services at your fingertips, ranging from administrative data processing, information, technical, and more.



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