

A PEOPLE RESOURCES COMPANY

Office Management | Information Technology | Healthcare Solutions



DUNSON
&
ASSOCIATES

Consulting
Staffing
Training



CONSULTING SERVICES

CONNECTING YOUR BUSINESS TO THE PEOPLE RESOURCES YOU NEED

Dunson & Associates is a people resources company, providing Office Management, 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 is its highly qualified people who are readily available to deliver solutions anytime, anywhere.

OUR APPROACH

At the heart of Dunson & Associates are its professionals who are experts in their field. Our associates' varied experiences 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 partners use our consulting services to get the job done. We can *team* with you to organize and/or manage 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 on the right jobs.

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 serving the Recruiting Industry, 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).

OFFICE MANAGEMENT SOLUTIONS

- ◆ General Management
- ◆ Project Management
- ◆ Contract Analysis
- ◆ Business Analysis
- ◆ Executive Administration
- ◆ Facility Management
- ◆ Acquisitions
- ◆ Operations Research
- ◆ Financial Analysis
- ◆ Contract Close-out
- ◆ Documentation Management
- ◆ Human Resources
- ◆ Cost Analysis
- ◆ Meeting Planning and Scheduling
- ◆ Customer Service
- ◆ Call Center Administration
- ◆ Legal
- ◆ Accounting
- ◆ Scheduling
- ◆ ...and *More*



Dunson & Associates at Work for You

Fit Estimates to Match Our People to the Right Jobs. To guarantee we are matching the right people with 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 team-work—among many others.

Flexible Solutions for Your Business Needs

IT SUPPORT SOLUTIONS

- ◆ Application Maintenance
- ◆ Applications and Systems Testing
- ◆ Computer Programming
- ◆ Data Architecting
- ◆ Data Warehousing
- ◆ Database Development and Administration
- ◆ Desktop and Helpdesk Services
- ◆ Technical Writing
- ◆ Hardware and Software Training
- ◆ Health IT Systems
- ◆ IT Program Management
- ◆ Process Engineering
- ◆ Security
- ◆ ...and More

HEALTHCARE

- ◆ Medical Care
- ◆ Nursing
- ◆ Quality Improvement/Auditing
- ◆ Health IT
- ◆ Healthcare Informatics
- ◆ Clinical Research
- ◆ HEDIS Chart Abstractions
- ◆ Behavioral Health Therapy
- ◆ Physical Therapy
- ◆ Occupational Therapy
- ◆ Speech Language Pathology
- ◆ Certified Medical Record Coding
- ◆ Electronic Healthcare/Medical Records
- ◆ Nutrition
- ◆ Health Education
- ◆ Medical Research
- ◆ ...and More

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 Office, IT and Healthcare solutions. Consulting teams range from computer networking to software requirements/development and more. In the area of healthcare, teams range from quality auditing, clinical informatics to electronic health records

STAFFING

At the heart of Dunson & Associates 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 training. 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?

SAMPLE TRAINING SOLUTIONS

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 you trained and certified!

COMPTIA CERTIFICATION

CompTia Certification Training course combines the convenience and affordability of computer-based training with the personal attention and effectiveness of instructor-led training. Get started today with your CompTIA 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 professional, 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 throughout their whole organization, leading them to achieve the results they need to remain both responsive and competitive in today's fast-paced world. Dunson & Associates is strategically positioned to help companies achieve measurable success through training.

For a listing of course offerings, visit our website at www.dunsonandassociates.com. And then, click on Training for Success.

Contact our office 937-854-5940 for titles in addition to the ones that are listed on our website.





General Services Administration (GSA) -
Federal Supply Services (FSS)
Government Wide Acquisition Contract
(GWAC)

GSA 8(a) STARS II is a multiple-award, indefinite-delivery/indefinite quantity (IDIQ) contract engineered to provide cutting-edge technology solutions from small businesses to Federal agencies. Using STARS II enables Federal agencies to access 8(a) firms through an established contract vehicle.

Dunson & Associates was awarded Constellation I, which includes companies with competitive pricing and technical proficiency. Visit www.dunsonandassociates.com for an overview of this exciting contract award. Once at the website, click on the Govt. Contracts tab on the Home page.

More Information: www.gsa.gov/portal/category/25901



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