



McCloud9 Enterprises, LLC
CAPABILITIES STATEMENT
CAGE: 8C3L5 | DUNS: 006422797

About Us

For over 20 years, the founder of McCloud9 Enterprises, LLC, Ms. Gwendolen McCloud, has established herself as an expert in the field of administrative support. McCloud9 Enterprises, LLC also offers assistance in the following areas: real estate; project management; technical support; research; training; sales; marketing; and, public speaking. While McCloud9 Enterprises, LLC is small, we are focused and resilient in the face of challenges, thus the reason we finish projects on time, every time, all while delivering an exemplary customer service.

Core Competencies

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Project Management • Administrative Support • Technical Support | <ul style="list-style-type: none"> • Research • Training • Sales | <ul style="list-style-type: none"> • Marketing • Public Speaking |
|---|---|--|

Past Performance

Atlanta Metropolitan College

- | | |
|---|---|
| <ul style="list-style-type: none"> • Research Associate – (Promotion) - Assisted in raising over \$10,000 for deserving students. • Research Associate – Assisted in establishing systems that streamlined office processes by 70%. | <ul style="list-style-type: none"> • Administrative Assistant - Played several pivotal roles during the self-study process for Atlanta Metropolitan College which led to reaccreditation. |
|---|---|

NBG Services, Inc.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Financial Analyst//Benefits and Unemployment Administrator - (Promotion) - Developed a purchasing system that decreased procurement costs of equipment by 20%. • Payroll Administrator - (Promotion) - Assisted co-workers in developing proficiency in Lotus 1-2-3 and Ami Pro, leading to an increase in overall employee efficiency and effectiveness. | <ul style="list-style-type: none"> • Administrative Assistant – (Promotion) - Performed data entry; letter generation; filing; copying; mail preparation, coordination, and distribution; answering telephones; and typing. Generate daily reports. • Sales/Marketing Representative and Trainer Trained co-workers in techniques that facilitated the effective delivery of product knowledge, all while maintaining personality in their sales pitch. This instruction led to increased sales. |
|--|--|

Differentiators

- | | |
|---|---|
| <ul style="list-style-type: none"> • Over 20 Years of Professional Experience in a Variety of Fields • Versatility of Core Competencies • Proficiency in Time Management • Willing to Take On Challenging Tasks | <ul style="list-style-type: none"> • Solutions-Oriented Mindset • Respect Deadlines • Effective Communicator (Verbal and Written) • Ability to Work Efficiently and Effectively With Others |
|---|---|

Point of Contact

Gwendolen McCloud / Chief Executive Officer Phone: (770) 913-6562	E-mail: admin@mcgovcon.com Website: www.mcgovcon.com
--	---

Corporate Data

McCloud9 Enterprises, LLC 3060 Raven Trace Fairburn, Georgia 30213, USA DUNS: 006422797 CAGE: 8C3L5 Self-Certified Small Disadvantaged Business Payment Requirements: Direct Deposit	NAICS Codes: 813940 561990 611410 611430 624190 813311 813319 813910 624221 611420 611430 624229 PSC: R408 R422 R499 R603 R607 R699 R701 R702 R708 R799
---	--