



# XcelMil

# CAPABILITIES STATEMENT

**Melody Gratic, M.A. Ed**  
**CEO & Founder**  
**WOSB/EDWOSB/SDVOSB/WBE**

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☎ 703-957-9631  
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🌐 www.xcelmil.com  
📍 48 Wiltshire Drive, Stafford, Virginia 22554

## CORPORATE OVERVIEW

XcelMil, LLC is a certified Minority, Woman and Service-Disabled Veteran-Owned Small Business specializing in Executive Management Consulting and Leadership Development Training.

We are a financially stable trusted partner who quickly becomes the "direct access button" for the minority spend requirements of our customers.

Our professionals are proven experts in the areas of Strategic Planning, Organizational Development, Business Process Improvement, Senior Executive Administration, Higher Education and Leadership, Training Development, Qualitative Research, Database Entry and Electronic Records Management.

U.S. Small Business Administration



Your Small Business Resource

**WOSB**



**EDWOSB**

Certified Economically Disadvantaged Women-Owned Small Business



## MISSION

Government and non-government agencies considering new ways to remain competitive, improve their organizations' climate, employee productivity and retention, XcelMil, LLC employs proven change management strategies. We believe senior leaders, middle managers and entry-level employees buy-in starts with communication, focus-group sessions, team and leader development sessions where "initiatives become a reality." Instead of a data-centric approach we champion the equal value of a people-centric approach where all stakeholders "xcel and win!"

## CORE CAPABILITIES

- ❖ Executive Management Consulting Services
- ❖ Business Transformation
- ❖ Change Management
- ❖ Organization Assessments
- ❖ Qualitative Analysis
- ❖ Training Development & Facilitation
- ❖ Exceptional Administration & Transcription Services



## CORPORATE SNAPSHOT

### Primary NAICS Code

541611 - Administrative Management and General Management Consulting Services  
611430 - Professional and Management Development Training

### CAGE Code 84FQ8

### DUNS 081179316

### Secondary NAICS Code

611710 - Educational Support Services  
518210 - Data Processing  
561110 - Office Administrative Services  
561499 - All Other Business Services  
561410 - Document Preparation Services  
541612 - Human Resource Consulting Services  
541613 - Marketing Consulting Services  
541910 - Market Research and Opinion Polling

[www.xcelmil.com](http://www.xcelmil.com)



# XcelMil

## CAPABILITIES STATEMENT

### DIFFERENTIATORS

#### **Expertise**

Interpersonal Relations and Human Capital

#### **Experience**

Retired Veteran with 24+ years performing duties as an Executive Administrator, Operations and Training Manager

#### **Services**

Project Leader and Project Lead Assistant to mission support in Haiti, Mozambique and Mexico

#### **Top Secret Clearance**

Previously held by White House Transportation Agency

### PAST PERFORMANCE

Managed companies' operational taskings, leadership development workshops, team-building events and training calendar for 15+ years

Coordinated biweekly and monthly video teleconferences for senior dignitaries to communicate with their peers nationally and internationally

### PLACE OF PERFORMANCE

United States and Outside the Continent of the United States



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