

# XcelMil, LLC Capabilities Statement

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

## CORPORATE SNAPSHOT

UEI XJ7RQ1LHP455

CAGE Code 84FQ8

### Primary NAICS Code

541611 - Administrative Management and General Management Consulting Services

### Secondary NAICS Code

611430 - Professional and Management Development Training

611699 - Other Miscellaneous Schools and Instruction

611710 - Educational Support Services

611420 - Computer Software Training

518210 - Data Processing

561110 - Office Administrative Services

561499 - All Other Business Services

561410 - Document Preparation Services

541612 - Human Resource Consulting Services

541910 - Market Research and Opinion Polling

## DIFFERENTIATORS



An experienced team of experts with 100 years of federal, commercial and nonprofit sector experience



PeopleCert Accredited Training Organization



Army Credentialing Assistance Provider



Authorized Resilience-Building Leadership Professional - Training Partners



Air Force Cool Credentialing Opportunities On-Line Provider



Led by servant leaders committed to improving and transforming workplace cultures one organization at a time

## CORPORATE OVERVIEW

We are a certified 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.

## CORE CAPABILITIES

### Executive Management Consulting Services

- Strategic Planning
- Change Management
- Needs Analysis
- Organizational Assessment
- Professional Development (360 Leader Feedback; DISC)
- Corporate Retreats

### Business Transformation

- Operations Analysis
- Data Entry
- Process Analysis

### Training Development & Facilitation

- Webinars
- Seminars
- Customized Training Solutions
- Team Building
- Workforce Development
- Learning Management Solutions
- Curriculum Development

### Administration & Transcription Services

- Office Administration Support
- Temporary Staffing
- Transcription

### Diversity, Equity, Inclusion, Accessibility, and Belonging

- Cultural Audit
- DEIAB Roadmap
- Quantitative Analysis
- Qualitative Analysis
- DEIAB Training
- Diversity Knowledge Center



703-887-7279



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



[info@xcelmil.com](mailto:info@xcelmil.com) | [melody@xcelmil.com](mailto:melody@xcelmil.com)

## PAST PERFORMANCE



### United States Patent Office: Office of Patent Stakeholder Experience (OPSE)

Ms. Kaya Baltimore | Kaya.Baltimore@uspto.gov

*I led a dynamic 2-Day Administrative Forum, and I can unequivocally attest to its exceptional quality, surpassing all initial expectations. The forum was skillfully organized and brilliantly demonstrated the profound importance of active engagement in one's personal growth and professional development. Rather than a conventional, passive learning encounter characterized by the mere presentation of information, this forum embarked on an immersive journey demanding participants' full engagement and unwavering commitment to self-development and evolution as administrative leaders.*

### Courageous Leadership Alliance

Todd Simmons | info@courageouslead.com

*I worked as a subcontractor, serving as a facilitator and instructor, in collaboration with the Courageous Leadership Alliance for their two-day workshop on "Cultural Intelligence" focused on Diversity, Equity, and Inclusion (DEI) for senior and executive leaders. During the workshop, we thoroughly explored key facets of DEI, including its business and human impact, methods for measurement, and actionable strategies to integrate these principles into the cultures of their agencies, sub-agencies, divisions, and departments. It was truly impressive to witness the participants' active engagement, enthusiasm, and their strong commitment to driving positive change within their respective organizations.*

### Spectrum HR Solutions Inc.

Ms. Brenda McChriston | info@spectrumhrsolutions.com

*Implemented successful DEIA best practices for a client resulting in a framework still in play today.*

### AMA Consulting LLC

Ms. Maria Aseuliman | Info@ama-consult.com

*Phenomenal customer service and getting everything set up for the course. Facilitated relevant content applicable to the customer's business environment. The customer expressed satisfaction through the course evaluation forms.*

### Insight Financial Group

Linda Diakite Karressy | linda@insightfinancialindy.com

*Leveraged resources and background information to support client in finding a diverse, qualified candidate.*

### ServiceSource

Ms. Rubitha Logan | rubitha.logan@servicesource.org

*Facilitated instruction for a 26-member Human Resource Department. Participants were attentive and intrigued by how personable Melody was during the entire presentation. Fully knowledgeable of the subject matter and provided a lot of insight into how a person can network and build lasting relationships in the professional community.*

## ACTIVE CONTRACTS

Spectrum HR Solutions Inc.

Community Wellness Center



703-887-7279



www.xcelmil.com



info@xcelmil.com | melody@xcelmil.com