



BUSINESS & TRAINING SOLUTIONS

www.2bfocused.com

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CORE COMPETENCIES

PROFESSIONAL SERVICES

<p>➔ Project Management</p>	<p>Defined master matrix schedules; Forecasting and tracking; Set clear targets and goals; Consistent planning; Document milestones; Placement of proficient reliable staff; and End user input and feedback. CRMs: Salesforce, Workforce, Workday, Infusionsoft, Pipedrive, Trello, Accele.</p>
<p>➔ Business Solutions</p>	<p>Provide optimized administrative and management solutions to fulfill service obligations.</p>
<p> ➔ Clients</p>	<p>NYS OMH NYC DOE</p>
<p>➔ Training</p>	<p>Provide applications and professional training, legal/corporate word processing and administrative support to agencies and businesses. Proficiencies: WORD, Excel, PPT, Visio, Adobe, Innova, Outlook, Comparisons, Transcriptions.</p>
<p> ➔ Clients</p>	<p>NYS DOT</p>
<p> ➔ Past Experience</p>	<p>Pitney Bowes/Merrill Lynch Merrill Corporation/CIBC</p>
<p>➔ Photography</p>	<p>Site/Project Visuals Before/After Visuals Events Video Special Events</p>
<p> ➔ Clients</p>	<p>NYC DOE HBC Soccer CCGC I9 Sports Queens United HSCL</p>
<p>➔ Facilities/Janitorial Management</p>	<p>Provide custodial and janitorial services including strip & wax, carpet cleaning and facilities maintenance.</p>
<p> ➔ Clients</p>	<p>Quest Diagnostics Iron Mountain Taconic DDSO United Way Bright Horizons Sylvan Learning Center</p>

COMPANY OVERVIEW

2Focused Inc. is NYC, NYS MWBE and WOSB certified. We provide business solutions to private, state and federal entities.

We are committed to fulfilling the diverse demands of business needs with qualified proficient resources to resolve immediate and long-term service obligations for state and local agencies.

Our team has over 20 years of corporate experience overseeing and managing Legal, IT and Corporate administrative departments.

COMPANY INFORMATION

NAICS

561320	541611
541613	541618
541690	561110
541990	561210
611990	711510

NYC NIGP

96258	91572
91069	95210
96172	20995
96269	95877

NYS NIGP

91887

NYS VENDOR ID

1100190598

DUNS

080333349

CAGECODE

7QC98

NYS & NYC MWBE Certified