

CAPABILITY STATEMENT

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COMPANY DATA

Certifications

SBA Certified Minority Woman Owned Small Business
8(a) Certification through 2019
MDOT MBE Certified #13-429

NAICS Codes

- 541611 – Administrative & General Management
- 561110 – Office Administrative Services
- 561920 – Convention and Trade Show Organizers

COMPANY INFORMATION

WSC Associates, LLP (WSC) was established in 2004 as a professional management firm, specializing in nonprofit and event management. The partners have extensive experience in business administration, meeting/event management and bookkeeping. WSC provides administrative solutions to various organizations and our unique ability to use technology effectively, allows us to streamline processes and procedures to improve performance time and provide affordable rates to our clients. We take pride in our professionalism, reliability, and dedication, which makes us a trusted partner in producing results in a timely manner and exceeding our clients' expectations.

CORE COMPETENCIES

- Administrative Support
- Meeting & Event Management
- Membership Management
- Bookkeeping Services
- Marketing Services
- Paper and E-File Organization & Management

CURRENT CLIENTS

National Board of the ROCKS, Inc.

BG Earl Simms, USA, Ret., Chairman
Phone: (571) 213-2321
Website: www.therocks.org

Penn Trails, LLC

Mr. Larry Knutson, CEO/President
Phone: (717) 486-4455
Website: www.penntrails.com

RMOA Business Association, Inc.

Mr. Kevin Coby, President
Phone: (703) 960-6882
Website: www.rmoa.org

Air Force Cadet Officer Mentor Association

Colonel Kenneth McKinney, USAF, Ret., Vice President
Phone: (703) 244-8293
Website: www.afcoma.org

Washington, DC Chapter of the ROCKS, Inc.

COL Sheila Flowers, USA, Chapter President
Phone: (910) 824-1911
Website: www.therocksdc.org

Maryland State Tigers Youth Development

Mr. Christopher Glass, Executive Director
Phone: (202) 492-1833
Website: www.mdstatetigers.org

Workplace Fairness

Ms. Paula Brantner, Esq., Executive Director
Phone: (301) 588-5562
www.workplacefairness.org

Professional Trailbuilders Associations

Ms. Aaryn Kay, Administrator & Events Coordinator
Phone: (360) 734-7270
Website: www.trailbuilders.org

WSC fulfills the following contract requirements for clients:

- Manage administrative tasks and projects
- Provide virtual administrative support to Executives
- Conference and event management (planning, registration, on-site support, etc.)
- Bookkeeping (accounts payable/receivable, financial reports preparation, budgeting, etc.)
- Board and membership meeting management
- Document preparation (correspondence, newsletters, brochures, presentations, etc.)
- Membership services (mailings, inquiries, invoicing, collections, etc.)
- Development and publication of brochures and newsletters
- Promotional materials and items
- Database management
- Website and social media maintenance.