



Premier Computer Training LLC dba Premier Business Partners (PBP)

**KEY PERSONNEL – ALICIA MITCHELL
PRESIDENT/CEO**

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Capability Statement

About Us

Premier Business Partners (PBP) is a certified minority-owned, woman-owned, small disadvantaged business that provides strategic consulting technology services, training and development, managed services, and staff augmentation to commercial, not for profit and government organizations. Our Consulting can mobilize the right people, skills, and technologies to help organizations improve their performance.

As a Minority Owned Small Business, Premier Business Partners, LLC is committed to excellence and creating innovative and flexible solutions for our Federal and State clients.

What sets Premier Business Partners, LLC apart from the competition?

- Our People
- Performance-Based Processes
- Integrated Solutions Teams
- Client Relationship Management
- Strategic Mix of Technology and Business

About The President/CEO

Alicia Mitchell has over 25 years of professional experience including, Training and development, Instructional design, Articulate Storyline 360 and Administrative management.

Ms. Mitchell has implemented Human Resource Management training programs from development to implementation - Management Bootcamp, Code of Ethics, Anti - Harassment, Family Medical Leave for Supervisors and much more. Ms. Mitchell is focused on maximizing client's return on investment

Meet The Team

Mr. Thad Thompkins – Program Director of Management Consulting

Mr. Chris Irby – Program Director of Technology

Ms. Edith Greenwood – Program Director of Design Solutions

Ms. Omega Rogers – Program Director of Conference/Meeting Management

Core Capabilities

Our technology experts and business professionals analyze research, design, and implement solutions in the areas of:

- Managing Consulting
- Technology
- Design Solutions
- Training and Development
- Conference and Meeting Management

Management Consulting

- Program Management
- Project Management
- Office Administration Support
- Temporary Help
- Meeting Support Services
- Contract Negotiation
- Public Relations and Communications

Technology

- Application Development
- Web Development
- System Integration
- System Analysis and Design
- Database Architecture Solutions
- Data Management

Design Solutions

- Branding
- Graphic Design
- Photography and Illustration
- Multimedia Production and editing
- Material Development

Training & Development

- Instructional Design
- Articulate Storyline 360
- Leadership Training
- Executive Coaching
- Job Readiness
- Diversity Inclusions
- EEOC

Conference & Meeting Management

- Accommodations
- Convention
- Event
- Event Management
- Hotel
- Lodging
- Summit
- Temporary Housing
- Trade show



Certifications



Project Summary

Management Consulting

Served as the Director of the Project Management team from the conception to project close for The HCI group. The scope of this project was to launch the electronic medical record system change from Meditech to Epic for five major hospitals at UMASS Medical Center in Worcester, Ma. The challenge of the project was to train the hospital staff on the new software, mobile over 1000 consultants to assist the staff still maintain patient safety.

Technology

Served at Truist as the Lead in cybersecurity controls testing across client's cloud environments to determine control effectiveness and adherence to both internal cybersecurity policies and standards and external requirements.

Design Solutions

Created eLearning/online courses and videography of a Return to Work after Covid-19 presentation, multiple Compliance courses such as Unconscious Bias, Microaggressions, Performance Management and many more for Georgia Department of Revenue developed with Articulate Storyline 360 and Camtasia. The challenge of the project was to organize the participants, equipment, and timelines within a short period of time. Served as the Media Videographer for Georgia Institute of Technology to record live events, sports events, training videos and much more.

Training and Development

Served as the Instructional System Designer to develop a course for FEMA which is part of the Department of Homeland Security utilizing the Kenexa learning management system.

This course provided guidance to those becoming authorized Alerting Administrators for Integrated Public Alert and Warning Systems (IPAWS). The course focused on policies, plans, procedures, best practices and much more. IPAWS is used to send alert and warnings for: Presidential, AMBER, and imminent threat.

Conference and Meeting Management

Served as the Conference & Events Manager for Freeman Company sourcing and managing all aspects of live and virtual events (both conferences and tradeshow) including, but not limited to digital assets, Audio Visual (AV) for entertainment, general session and breakouts, registration, graphics, event flow, creative, food and beverage, transportation, parties/evening events, and sourcing and managing both US and international vendors. The challenge of the project was to organize the staff, participants, equipment, and timelines within a short period of time to be cost effective.

North American Industry Classification System (NAICS)

- 541611 – Administrative Management and General Management Consulting Services
- 541512 – Computer Systems Design Services
- 541513 – Computer Facilities Management Services
- 541519 – Other Computer Related Services
- 541612 – Human Resources Consulting Services
- 541618 – Other Management Consulting Services
- 561311 – Employment Placement Agencies
- 561312 – Executive Search Services
- 561920 – Convention and Trade Show Organizers
- 721110 – Hotels (except Casino Hotels) and Motels
- 561510 – Travel Agencies
- 541614 – Process, Physical Distribution and Logistics Consulting Services
- 541690 – Other Scientific and Technical Consulting Services
- 541612 – Human Resources Consulting Services
- 541613 – Marketing Consulting Services
- 611699 – All Other Miscellaneous Schools and Instruction
- 611710 – Educational Support Services
- 611430 – Professional and Management Development Training
- 561110 – Office Administrative Services
- 561410 – Document Preparation Services
- 561499 – All Other Business Support Services
- 561910 – Packaging and Labeling Services
- 561990 – All Other Support Service

