



CAPABILITY STATEMENT

Velocarta helps capacity-constrained government agencies, higher education institutions, and healthcare organizations keep critical operational and administrative work moving. We provide immediate back-office and program support when internal staff are stretched, reduced, or navigating personnel transitions.

CORE CAPABILITIES

- **SOP and Process Documentation:** Write, format, and finalize SOPs, workflow guides, and desk references — ready to use.
- **Program and Administrative Documentation:** Draft, edit, and format reports, summaries, briefings, and guidance documents.
- **Onboarding and Training Materials:** Build job aids and reference packets that capture institutional knowledge.
- **Document Review and Compliance Prep:** Review documents for clarity, completeness, and adherence before submission.

THE VELOCARTA DIFFERENTIATOR (Why Hire Us)

What we offer that AI cannot:

- **Human judgment and Accountability:** We actively evaluate intricate operational contexts and execute strict discretion in highly compliance-sensitive environments. We do not just generate raw outputs; we take full ownership of final document accuracy.
- **PMP-Certified Sign-off:** Every document we build is personally scoped, structured, and signed off by a certified Project Management Professional (PMP) — ensuring institutional-grade execution and rigorous quality control.
- **Higher Education Expertise:** Nearly two decades of university level experience.

RELEVANT PROFESSIONAL EXPERIENCE (W2)

- **Healthcare Technology IT Implementation:** Successfully steered cross-departmental CRM platform transitions for 50+ enterprise users; engineered comprehensive sales process SOPs and user onboarding toolkits under strict corporate compliance schedules.
- **Higher Education | Multi-Site Program Coordination:** Maintained and audited strict compliance and operational documentation across expanding multi-state programs; optimized resource tracking frameworks to secure a **40% placement increase**.
- **Higher Education | Process Documentation & Training:** Developed a proprietary, comprehensive faculty user manual for clinical placement execution; locked in a **100% placement rate** through newly structured process tracking infrastructure.
- **Global Training Development | Operations:** Designed, standardized, and launched comprehensive training programs and critical technical operational documentation deployed across 30 countries.

CORPORATE DATA

eVA#: SUP345737

Certifications: SWaM, WOSB, EDWOSB

Website: www.velocarta.com

Social: [linkedin.com/company/velocarta/](https://www.linkedin.com/company/velocarta/)

Payments: Credit / Purchase Cards Accepted

NIGP CODES

91806 — Admin Consulting

91832 — Consulting Services

91838 — Education & Training Consulting

91875 — Management Consulting

92416 — Course Development Services

95877 — Project Management Services

96190 — Writing Services

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