



WE HANDLE YOUR CHALLENGING BACK-OFFICE NEEDS!

821 Rockefeller LN, Allen, TX 75002 972-637-9400

Capability Statement

Astute Back-Office Corporation handles all your challenging back-office needs. We incorporate key personnel which includes: accountants, tax specialists, paralegals, event planners, travel consultants, contract administrators, executive assistants, alternate facility security officers, and DSS compliance specialists. We have a high level of professionalism and respect confidentiality. We streamline and establish processes and procedures to help your business run smoothly and efficiently. We utilize advanced techniques for continuous process improvement, and institutionalize those improvements into modern electronic systems based on sound organizational development and risk management methodologies.

Core Competencies

- Streamline office procedures, effectively manage workspace
- Organizational development and risk management
- Analyze needs and requirements for information accessibility; utilize various databases
- Establish processes, infrastructure, technology and procedures; anticipate, initiate and follow-through
- Foresee problems and act, utilize analytical skills and broad understanding to effectively interpret needs
- Ensure completion of essential projects and meet critical deadlines
- Secret clearances

Past Performance

- Created and maintained databases for a portfolio of approximately 100 aircrafts
- Managed complex teaming and partnership relationships
- Analyzed and implemented procedures for an accounts payables system
- Managed and invested over \$250m daily in cash daily for a hedge fund
- Coordinated networking events
- Performed facility security officer duties

Differentiator – the Management Team

Susan Wong, CEO, with over 30 years expertise, executes in various business environments: commercial real estate, high-profile family office, hedge fund, and A&D industry. She drives multiple tasks concurrently, solves problems on-site, and performs diligent follow-up.

Mark Silvestri, VP Process Transformation Solutions, leads business process transformation initiatives and deploys information management solutions in virtually every commercial industry sector as well as the DoD Missile Defense Agency.

Patricia Connolly Stephan, Senior Consultant, has over 25 years directing cross-functional, global teams for manufacturers, retailers and professional services. Her expertise includes IT development, risk management, sustainability, strategic planning/partnering, operations, and security. Coached 100s of leaders on career paths.

Lynn Chmielowski, Senior Consultant, has 12 years experience in organizational development and effectiveness including change management, talent development, succession planning, team building and employee engagement.

Point of Contact	Company Identifiers	NAICS Codes and Descriptions
Susan Wong	EIN #82-1055855	561110 - Administrative Management Services
972-637-9400	DUNS #080658601	541614 - Efficiency Mgmt. & Productivity Improvement
SusanW@astutebackoffice.com	CAGE Code# 7VDT0	541690 – Facility Security Consulting

Astute Back-Office is a Minority Women Owned Small Business