



Staffing
ATHENA
Consulting

OVERVIEW OF ATHENA, BACKGROUND AND QUALIFICATIONS

BACKGROUND OF ATHENA CONSULTING

- ATHENA Consulting founded in 2002, is a woman-owned, nationally operating staffing firm, located outside of Washington, DC.
- ATHENA provides executive recruiting and staff placement to organizations and government agencies, primarily in the areas of Information Technology and Health, Human Services.
- ATHENA works in partnership with our clients to improve the health and well-being of individuals, families, and communities in the United States. We improve lives by bringing top-level professionals to bear on some of society's most challenging problems – health care, family violence, drug and alcohol addiction, mental illness, poverty, and workforce readiness.

WHY ATHENA CONSULTING

ATHENA identifies the best talent to fit your unique organizational needs for both short and long-term success.

We identify candidates with:

- The highest level of integrity, dedication and commitment to public service.
- A clear vision of keeping an organization healthy.
- Proven record of setting and achieving ambitious goals.
- Exceptional ability to inspire and motivate staff.

Our process involves:

- Understanding your needs, expectations and corporate culture.
- Searching our private resume database.
- Contacting our exclusive nationwide network of senior public servants.
- Matching requirements and candidates.
- Detailed prescreening and interviewing in-person or via video conference.
- Reference checks and background investigation.
- Presenting candidates to clients, facilitating interviews and the hiring process.

ATHENA SYNERGY

- We understand the roles of prime contractors and subcontractors.
- Our senior professional staff came from large prime contractors.
- ATHENA works directly with state agencies.
 - We understand the nature of the work to be performed.
 - We have extensive professional contacts.
 - We have a solid business reputation.
- The Department of Budget Management procurement officer recently reported that all their procurements will include oral presentations to see the interaction between the prime and subcontractor.

EXPERIENCE IN MARYLAND STATE AGENCIES

- ATHENA has a variety of active contracts in state and local agencies in Maryland.
- Our senior professionals have more than 25 years experience consulting to agencies in Maryland.
- We bring a detailed understanding of the procurement process, proposal writing, project implementation and project management.

ACTIVE RECRUITING OF CANDIDATES

- ATHENA is constantly searching for and identifying professionals for placements.
- ATHENA maintains a database of thousands of candidates.
- We have developed a detailed process to fill vacancies. We begin by analyzing the project requirements to match all staff accordingly.

ATHENA OUTSTANDING BUSINESS REPUTATION

They have consistently exceeded our expectations....

Nicole Peters, Project Director - Arbor Education & Training

When CSRS works with Athena Consulting we are working with a strategic partner that truly understands our business goals and responds with candidates that are the best qualified to help us...I will definitely work with Athena Consulting again.

Howard Beloff, President - CSRS, Inc.

Lillian managed the recruitment of several administrative positions for our firm. She effectively analyzed resumes... recommended qualified candidates... assisted in evaluation of candidates. Her assistance kept the recruitment process on schedule within a tight timeline. I enthusiastically recommend her services.

Bob Thomas, Business Manager, Accuvia

.... It is with great pleasure that I write this letter of recommendation for Mrs. Lillian Golden as a Recruiter. Ms. Golden exemplifies all of the intangibles that a person in her position should have. ...

...There is no question in my mind that Mrs. Golden is a valuable asset to Athena Consulting. She made my time with the company a great experience. Mrs. Golden is an outstanding recruiter.

T. Shockley, Job Candidate



Jack B. Johnson
County Executive

Prince George's County
Department of Social Services

Karyn T. Lynch
Director

August 14, 2009

Top 100 MBE Awards
Attn: The Pinder Group
6030 Daybreak Circle
Suite A150 #155
Clarksville, Maryland 21029

To Whom It May Concern,

The Prince George's County Department of Social Services (PGCDSS) takes pride in the services it provides to the citizens and residents of Prince George's County. In these difficult economic times, it is vitally important to exercise wise stewardship over the funding allocated to serve customers. With the assistance of vendors like Athena Consulting we are pleased to be able to continue to provide an excellent level of service.

Over the past several years Athena Consulting has assisted PGCDSS with meeting the challenging needs of our diverse population through high quality temporary and permanent staffing. On several occasions Athena Consulting has met the challenge with short notice and with friendly, enthusiastic and efficient personnel that complement and enhance our existing staff.

Athena has repeatedly exceeded our expectations with respect to recruitment. Many times Athena's staff have been our first point of contact for Spanish-speaking temporary or permanent staffing needs. In addition, Athena's staff has made it their priority to know how our organization operates and how crucial it is that we maintain the balance of our existing team. We are pleased to contract with Athena as a partner in our quest to provide quality service.

Sincerely,

Karyn T. Lynch
Director



Martin O'Malley, Governor **Anthony G. Brown, Lieutenant Governor** **Brenda Donald, Secretary**
805 Brightseat Road, Landover, MD 20785-4723 • 301-209-5000 • TTY: 1-800-735-2258 • www.goprincegeorgescounty.com

"Strengthening Families and Building Communities"

ATHENA RECOGNIZED IN THE COMMUNITY



ATHENA was named to the Gazette's Exceptional 53 Businesses in the State of Maryland in 2009.

Other winners include:



ATHENA RECOGNIZED AMONG TOP 100 REGIONAL MINORITY BUSINESSES



- Melissa Pappas, President, ATHENA Consulting has been selected to receive the prestigious Top 100 Minority Business® Enterprise Award.
- A panel of distinguished judges chose **ATHENA** from fourteen hundred nominations.
- Selection was based on entrepreneurs who demonstrated outstanding achievement in four key areas:
 - entrepreneurship,
 - client satisfaction,
 - professional and
 - community contributions.
- This year's host organizations are: The Center for Business Inclusion and Diversity (CBID); the University of Maryland University College (UMUC); Southwest Airlines; Maryland's Governor's Office of Minority Affairs; greiBO media, and The Parren J. Mitchell Foundation for Talent and Education.

CURRENT AND RECENT CLIENTS

CLIENT	PROJECT	CONTRACT TERM
WHEAT GOVERNMENT RELATIONS	EXECUTIVE RECRUITING	10/09 – 11/09
CALVERT COUNTY, MARYLAND	NURSES TO ADMINISTER H1N1	10/09 – 1/10
COMMONWEALTH OF PENNSYLVANIA	EXECUTIVE RECRUITING	6/09 – 5/12
STATE OF MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES	TEMPORARY ADMINISTRATIVE PERSONNEL	7/09 -6/11
ANNE ARUNDEL COUNTY	NURSES FOR H1N1 CLINICS	3/09 – 4/10
STATE OF MARYLAND DEPARTMENT OF HUMAN RESOURCES	EXECUTIVE RECRUITING, DIRECTOR OF SOCIAL SERVICES, BALTIMORE CITY	2/08 – 7/08
MONTGOMERY COUNTY, MARYLAND DEPARTMENT OF HEALTH AND HUMAN SERVICES	CONTRACT STAFF PLACEMENT: JOB DEVELOPERS, SOCIAL WORKERS, AND CASE MANAGERS	06/03 – 06/06 06/07 - CURRENT
MONTGOMERY COUNTY MARYLAND DEPARTMENT OF CORRECTIONS	GRANT DEVELOPMENT AND MANAGEMENT	8/09 – CURRENT
NEW YORK JEWISH THEOLOGICAL SEMINARY	GRANT DEVELOPMENT AND MANAGEMENT	12/09 - CURRENT
NEW YORK AMERICAN COMMITTEE FOR THE WEIZMANN INSTITUTE OF SCIENCE	EXECUTIVE RECRUITING, EXECUTIVE DIRECTOR	1/09 – 4/09
PRINCE GEORGE'S COUNTY, MARYLAND DEPARTMENT OF SOCIAL SERVICES	ON-CALL INTERPRETERS	7/08 - CURRENT
STATE OF MARYLAND, DEPARTMENT OF HUMAN RESOURCES CHILD CARE ADMINISTRATION	DATA CONVERSION SOFTWARE TESTING	07/03 – 06/07
DISTRICT OF COLUMBIA, DEPARTMENT OF HUMAN RESOURCES WELFARE TO WORK PROGRAM	JOB DEVELOPMENT, SOCIAL WORK SERVICES, CASE MANAGEMENT	3/04 – 06/06
PRIMARY CARE COALITION OF MONTGOMERY COUNTY, MARYLAND	BILINGUAL FAMILY SUPPORT WORKERS BILINGUAL CASE MANAGERS, BILINGUAL PATIENT NAVIGATORS	7/03 – CURRENT
DISTRICT OF COLUMBIA, DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES ADMINISTRATION	CASE MANAGERS	12/06 – 6/07
DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY	CHILD WELFARE CASEWORKERS	2/08 - 4/08
WARD & KLEIN, ATTORNEYS AT LAW	OFFICE MANAGER	9/08 – 12/08
PRINCE GEORGE'S COUNTY, DEPARTMENT OF SOCIAL SERVICES WELFARE TO WORK PROGRAM	CASE MANAGERS, EMPLOYMENT SPECIALISTS, JOB DEVELOPERS SOCIAL WORKERS	08/06 – CURRENT

CLIENT	PROJECT	CONTRACT TERM
PRINCE GEORGE'S COUNTY, DEPARTMENT OF SOCIAL SERVICES TRANSITIONAL HOUSING PROGRAM	CASE MANAGERS	2/07 – 5/07
PRINCE GEORGE'S COUNTY , DEPARTMENT OF SOCIAL SERVICES FOSTER CARE PROGRAM	BI-LINGUAL CASEWORKERS IN GROUP HOMES	3/07 – CURRENT

BENEFITS TO ORGANIZATIONS AND JOB SEEKERS

BENEFITS TO ORGANIZATIONS

- HUMAN SERVICE STAFFING, EXECUTIVE SEARCH AND RESUME SOURCING NATIONWIDE
- CUSTOMIZED RECRUITING SOLUTIONS TO FIT YOUR STAFFING NEEDS
- EXPEDIENT AND COST-EFFECTIVE WITH VIDEO CONFERENCING INTERVIEWS

FOR JOB CANDIDATES

- JOB PLACEMENT FOR HUMAN SERVICES AND IT PROFESSIONALS AT ALL SKILL AND EXPERIENCE LEVELS
- TEMPORARY, TEMP-TO-HIRE AND DIRECT-HIRE POSITIONS

■ UNIQUE SKILL MATCHING PROCESS AND CAREER
ADVANCEMENT GUIDANCE

COMMITMENT

- ATHENA is committed to the success of our clients. ATHENA backs up our candidates with a performance guarantee.

STAFFING OPTIONS

ATHENA rates are lower than industry standards – ESPECIALLY in the temp to perm category. Most (if not all) placement agencies charge a fee if you decide to hire their candidates. **ATHENA** DOES NOT. This is a savings of several thousand dollars, per candidate! We are interested in working with you and are able to re-structure our services and fees to meet your needs.

- **Contract Positions** can last one day, one month or indefinitely. You pay only for the hours our staff work. For contract positions that last more than 90 days, **ATHENA** provides full benefits on

day one. Our comprehensive benefits include health insurance, dental insurance, short and long term disability, retirement, legal services and more. The fee for these services is salary times 56 percent.

- **Temporary to Permanent** positions are an excellent way for you to evaluate job performance before making a hiring decision. [ATHENA](#) provides you with a 90 day trial period to get to know the candidate and make sure it is the right fit. At the end of 90 days you have the option to hire the candidate full time, at no additional cost to you. The fee for temp to perm staff is salary times 56 percent.

- **Direct Hiring Services** offers you all of the upfront recruiting, screening and interviewing expertise until the right candidate is placed. We fully guarantee our Direct Hiring services. The fee for Direct Hiring is salary times 30 percent.

We back up all of our staffing services with a performance guarantee. We will immediately seek to replace the worker at no charge to you.

BENEFITS OF TEAMING WITH ATHENA

SERVICE	ATHENA	OTHER POTENTIAL SUBCONTRACTORS
UNDERSTANDS ROLES OF PRIME CONTRACTORS AND SUBCONTRACTORS	✓	✓
PROFESSIONAL STAFF WORKED FOR LARGE PRIME CONTRACTORS	✓	
ATHENA WORKS WITH STATE AGENCIES THAT ISSUE TASK ORDERS UNDER CATS I AND CATSII.	✓	
ATHENA BRINGS EXTENSIVE LIST OF ACTIVE MARYLAND CLIENTS FROM STATE LEVEL AND COUNTY LEVEL.	✓	
MORE THAN 25 YEARS CONSULTING TO MARYLAND STATE AGENCIES	✓	
EXPERTISE IN MARYLAND PROCUREMENT PROCESS AND LAWS, MARYLAND GENERAL ASSEMBLY, AND PROJECT IMPLEMENTATION AND PROJECT MANAGEMENT.	✓	
ACTIVE DATABASE OF THOUSANDS OF JOB CANDIDATES.	✓	
OUTSTANDING BUSINESS REPUTATION IN MARYLAND	✓	
STAFF AUGMENTATION, EXECUTIVE RECRUITING AND CONSULTING	✓	
EMPHASIS ON PROVIDING A DIVERSE WORKFORCE	✓	
EMPLOYEE MATCHING	✓	
INTERVIEW AND APPROVAL OF CANDIDATES	✓	
HIGH QUALITY, LONG TERM PLACEMENTS	✓	



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