



Totally Organized, LLC

Capabilities Statement

Totally Organized, LLC is a certified participant in the Small Business Administration (SBA) 8(a) program, through year 2015. Totally Organized, LLC is also certified as a Pennsylvania woman owned small business which was founded in 1994. Totally Organized, LLC provides administrative support, trainings and project management to government agencies, non-profit and for profit entities. Working with clients, we focus on concepts, techniques and tools to effectively train employees to manage projects and information. Totally Organized, LLC has a talented team from a broad spectrum of industries that enables our clients to be more proactive, anticipate business problems, improve their performance and improve their business skills to think and act like managers and leaders.

Company Principal

Janet M. Taylor: Company Owner and CEO have over 25 years of experience which includes Management and Administration. She has worked in management, administration, job specification and conference logistics for the Naval Aviation Supply Office, City of Philadelphia and Army Reserve. Janet is currently pursuing her Project Management Professional (PMP)

Key Employees

Chief Operations Officer/Web Architect: Mark L. Abrams has 25+ years web marketing, development, and design. He has created web solutions for companies such as IBM, DuPont, the Philadelphia Museum of Art, and V-Span. Mr. Abrams also oversees budgets for the firm's projects.

Vice President of Marketing/Creative Director: Robin Brown has 25+ years in Graphic and Website Design and Marketing, working with major corporations, nonprofits and small to medium size businesses.

Administration Project Manager: Carolyn Edwards has 17+ years of office management and executive level administration experience.

Management Development Project Manager: Sylvia Douglin has 25+ years experience designing, developing and conducting training programs which include government and private sector clients.

Past Performance

Management Consulting

- Administrative Management
- Administrative Support
- Computer Software Training
- Management and Development Training
- Records Management

Marketing Consulting

- Company/Professional Branding
- Graphic Design
- Website Development and Design
- Video Production

Project Management

- Development & Coordination Implementation

Company Information

DUNS No: 009009023
Cage Code: 3UUG7

SBA 8 (a) Certified Small Business

SBA Economically Disadvantaged Woman Owned Small Business

Pennsylvania Woman/Minority Business

NAICS Codes

518210
519130
541430
541611
541618
561110
611420
611430

Accept all Major Credit Cards & Federal Government Purchase Cards

Client List

- City of Philadelphia-Department of Health
- DuPont
- Environmental Protection Agency
- IBM
- Internal Revenue Services
- Time Magazines

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