

The McKenzie Consulting Firm, LLC

PRECISION.STRUCTURE.EXECUTION.

Administrative Operational | Reporting | Program Support

Company Overview

The McKenzie Consulting Firm, LLC (MCF) provides administrative operations support, records coordination, reporting solutions, and workflow execution for government agencies and mission-driven organizations. MCF helps organizations strengthen documentation accuracy, improve operational visibility, and maintain organized, audit-ready processes.

Core Competencies

- **Program & Administrative Support**
Intake processing, correspondence tracking, scheduling coordination, and file maintenance to ensure organized and efficient program operations.
- **Case Management Support**
Caseload tracking systems, status monitoring, documentation checklists, and reporting preparation to support consistent case handling.
- **Records Digitization & Document Management**
Document preparation, physical records organization, scanning coordination, searchable PDF creation, naming convention enforcement, digital indexing, upload support, and quality verification for organized records management.
- **Data & Reporting Support**
Excel-based trackers, KPI dashboards, data validation, and operational reporting to improve visibility and decision-making

Differentiators

- Designed structured workflows that improve documentation accuracy and reduce administrative inefficiencies.
- Strong data analysis foundation supporting reporting clarity, KPI tracking, and operational insights.
- HIPAA compliance trained with a high standard for confidentiality and records management.
- Agile, responsive small-business model providing flexible, detail-oriented support.
- Hands-on document digitization experience supporting structured records workflows.

Relevant Experience

- **Case Management & Intake Workflow Optimization**
Designed and implemented a structured intake and case tracking system to support high-volume administrative environments. Developed standardized documentation processes, status tracking tools, and reporting workflows that improved case visibility, reduced processing delays, and ensured consistent recordkeeping across all stages of the case lifecycle.
- **Operational Reporting & Performance Tracking Systems**
Built Excel-based KPI dashboards and reporting frameworks to transform raw administrative data into actionable insights. Enabled stakeholders to monitor workload distribution, identify inefficiencies, and make data-driven decisions—resulting in improved reporting accuracy and more effective resource allocation.
- **Document Digitization & Records Management**
Supported digitization and electronic conversion of more than 200 physical files averaging approximately eight documents per file over a three-month period. Activities included preparing documents for scanning, maintaining organized digital records, supporting naming consistency, and improving accessibility of stored records.

Point of Contact

Jessica McKenzie, Founder & Principal | contact@mckenziecfirm.com | New York, NY

COMPANY SNAPSHOT

- Legal Name: The McKenzie Consulting Firm, LLC
- Business Type: Small Business
- Location: New York, NY
- Service Area: Nationwide (Remote)

NAICS CODES

- 561110 – Office Administrative Services
- 541611 – Administrative Management
- 561410 – Document Preparation
- 561990 – Support Services

CERTIFICATIONS

- Google Project Management Certificate
- Google Data Analytics Professional Certificate
- Microsoft Office Specialist (Excel, Outlook, PowerPoint)
- HIPAA Compliance (Active through 2027)

STATUS

- ✓ SAM Registered (Active)
- ✓ UEI: QFB6C5T1ARR4
- ✓ CAGE Code: 20H89
- MWBE: Pending