

McKenzie Consulting Firm, LLC

PRECISION.STRUCTURE.EXECUTION.

Administrative & Operational Support Services

Company Overview

McKenzie Consulting Firm, LLC provides administrative and operational support services for government agencies, publicly funded programs, and mission-driven organizations. The firm helps clients reduce backlog, improve documentation accuracy, strengthen reporting consistency, and maintain organized, audit-ready workflows.

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.
- **Billing & Financial Administrative Support**
Invoice tracking, reconciliation assistance, payment monitoring, and billing documentation organization for accurate financial workflows.
- **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.
- Cross-functional experience supporting legal, administrative, and data-driven environments

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.
- **Billing & Financial Administrative Support**
Developed organized billing support systems including invoice tracking, reconciliation workflows, and documentation validation processes. Strengthened financial record accuracy, improved audit readiness, and reduced errors in billing administration within fast-paced operational settings.

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 Registration: In Progress
- UEI: Pending
- MWBE: Pending