



## Career Resource Center LLC

- Professional Training Services
- Human Resource Consulting

Director – Adewunmi (Ade) Lewis MS

Email: [ade@careerresourcecenter.com](mailto:ade@careerresourcecenter.com)

[www.careerresourcecenter.com](http://www.careerresourcecenter.com)

Houston, TX Phone: 832-257-0763



## Capability Statement

### Who We Are

Career Resource Center is a human resource management firm with a wide network of subject-matter experts who have over 80 years' combined experience. We enhance the performance of our clients through effective employee recruitment and training services. As certified instructional designers, we customize learning programs to address business needs and provide a 90-day follow up evaluation to assess learning impact on business performance.

### Core Competencies

#### Professional Training Services

- Leadership Development incorporating DiSC, EQi-2.0/EQ360 and/or (MBTI)
- Customized Teambuilding Services
- Customer Service Training
- Diversity, Equity & Inclusion Training
- Work Readiness Soft Skills Training for Students
- Instructor/Facilitation Services

#### Human Resource Management Consulting

- Human Resource Recruitment and Placement
- Curriculum Development & Instructional Design
- Annual Training Plan Development
- Support for Outsourced HR & Training Projects
- Program Development in areas such as:
  - Executive and Employee Onboarding
  - Employee Recognition and Engagement
  - Performance Management

### Professional Certifications

- Myers Briggs Type Indicator (MBTI)
- Authorized Partner- Certified; Everything DiSC
- Emotional Intelligence - EQi2.0 and EQi 360
- Certified Franklin Covey Facilitator in Leadership
- Certified Achieve Global Facilitator in Leadership, Customer Service and Adult Learning Principles
- Team Performance Model -Drexler Sibbet/Grove
- Certified Training Director
- Certified Master Trainer
- Certified Instructional Designer

### Past Performance

- Designed and implemented an award-winning Leadership Development Program recognized for its structure, content and replicability
- Created the learning and development department of a 1200 staff member organization
- Managed numerous staff recruitment processes
- Developed an organization-wide employee recognition program aligned to core values
- Revamped onboarding programs to enhance structured and include learning paths
- Developed an organization's competency model

### Differentiators

- Post - program evaluations/ follow up for up to 90 days at no additional cost.
- Curriculum incorporates behavioral science assessments (MBTI, DiSC, EQi-2.0, EQi360) for customization to specific organizational needs
- Award Winning Leadership Development Program
- Curriculum includes learning sustainability components to impact business performance

### Company Data

- Duns Number: **826973229** - Cage Code: **53Y43**
- NAICS Codes: **611430, 611420, 541612**
- NIGP Codes: 924-00, 924-16, 958-74, 918-83,918-65
- Woman Owned (WOSB), Houston-MBE & WBE
- Certified Texas Historically Underutilized Business
- Small Business – Port Houston (SBE)
- HMSDC Certified Minority Business Enterprise (MBE)