



## About Us

Centurion, a Woman-Owned Small Business, is a national consulting firm servicing the public and private sector by delivering relevant solutions for our client's complex business and technology solutions.

Centurion helps customers enhance and manage their human resources, recruiting, operations, and contract support needs and requirements.

## Industries

- ✓ Banking & Finance
- ✓ Engineering
- ✓ Federal Government
- ✓ Healthcare
- ✓ Non-Profit & Associations
- ✓ State, Local, & Education
- ✓ System Integrators
- ✓ Technology Consulting
- ✓ Telecom

## Services Offerings

### HR & Human Capital Solutions

We provide a flexible engagement process allowing you ramp up the talent acquisition and human resources you need to meet your program, contract, or corporate hiring demands.

With a customized and personalized approach towards service, we collaborate with your HR and Recruiting stakeholders to determine the important aspects for your talent acquisition and hiring process. Engage onsite or with virtual contract recruiters for short- or long-term durations, with the ability to follow the demands of your corporate or program hiring requirements.

### Program Operations, Contract and Administrative Support

Whether our clients are managing federal agency engagements and need program operations support and contract management, or they simply need to augment their corporate team with administrative support to optimize their organization's performance, Centurion has the past performance and experience to deliver on time and within budget.



**GSA MAS 47QTCA21D004U**  
56131 Talent Acquisition Human Capital  
Human Resources





## Case Studies



### Contract Support

Centurion was engaged to support and manage multiple contracts and diverse programs across commercial, federal, and international clientele (including NASA and FAA). Responsibilities included contract review, organizing, and creating pre-seller agreements, preparing prime NDA's, submitting cost proposals to prime contractors and customers, creating contract policy and procedures, and establishing and maintaining relationships with contracting officers.



### Sourcing and Talent Acquisition

Candidate sourcing and technical recruiting was required for a major defense contractor's expansion with recent program wins in the DoD, intelligence, and civilian sectors. Centurion was engaged to provide a senior team with extensive backgrounds in securing candidates for highly cleared positions. This included identifying qualified candidates, coordinating with stakeholders, attending candidate open houses, screening candidates against specific requirements and navigating the security clearance process. Skills included: cyber security threat analysis, digital engineering, software development, cloud, infrastructure, DevOps, Agile, along with various other technical, digital, science, and engineering roles.

## Labor Categories

- ✓ Administrative Assistant
- ✓ Analyst
- ✓ Acquisition Support
- ✓ Business Operations
- ✓ Communications Specialist
- ✓ Contracts Specialist
- ✓ Executive Assistant
- ✓ Finance Support
- ✓ HR Admin
- ✓ HR Generalist
- ✓ HR Specialist
- ✓ HR Manager
- ✓ Onboarding Specialist
- ✓ Procurement Specialist
- ✓ Project Manager
- ✓ Recruiting Administrator
- ✓ Recruiting Sourcer
- ✓ Subcontract Administrator
- ✓ Talent Acquisition Specialist



### Program Operations

Program operations and office administration for a US Civilian Agency was required to provide support for administrative, document editing and review, clerical duties, development of routine communication and correspondence, and logistical support for briefings, meetings, workshops and conferences.



### Executive Recruiting

Centurion was engaged to provide senior executive recruiting consultants to fill Director and C-level roles within all functional areas for our customer. This included sourcing and identifying qualified candidates, screening against specific requirements, multi-step interview scheduling, hiring, and onboarding.