

PAST PERFORMANCE

The following projects have been completed in the last three years, or are presently underway.

Federal Government - Dept. of Justice, Federal Bureau of Prisons

State Route 716, Ashland, Kentucky, 41101
Rowena Mollett, Education, 606-929-4042

- **Time Frame** – August, 2007 – March, 2009
- **Approximate number of students** - 85
- **Programs taught** – Word[®], Excel[®], PowerPoint[®]

The training is divided into three training sessions; morning, afternoon and early evening. We are conducting the training at two different locations. We are providing training to give inmates basic computer skills as they re-enter the job market.

Federal Government - Dept. of Veteran Affairs, Dayton Medical Center

4100 West Third Street, Dayton, Ohio 45428
Dr. Joan Padgett, Assistant to the Director
Workforce Development & Training, 937-626-2109

- **Time Frame** – July, 2006 – September, 2006
- **Approximate number of students** - 12
- **Programs taught** – MS Project[®]

- **Time Frame** – March 2008
- **Approximate number of students** - 12
- **Programs taught** – MS Excel[®]

Federal Government - Dept. of the Air Force, Wright-Patterson Air Force Base

Bldg. 11A, Area B, Wright-Patterson AFB, Ohio 45433
Margaret Baker
Personnel Management Directorate (ASC/DPD), 937-255-4708

- **Time Frame** – December 2006 and July 2008
- **Approximate number of students** - 100
- **Programs taught** – MS Word[®], MS Excel[®], MS PowerPoint[®]

We customized a training package that pointed out the main differences between MS Office 2003 and MS Office 2007.

Time Frame—October 2009
Approximate number of students—20
Programs taught—MS Excel[®] and MS PowerPoint[®]

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Workforce Investment Act (WIA) Local Government - Butler County & Warren County

2270 Dixie Highway, Hamilton, Ohio 45015
Barb Carmella, Career Counselor, 513-867-3237

300 East Silver St, Lebanon, Ohio 45036,
Karen Whittamore, Director, 513-695-1130

- **Time Frame** – July 1, 1997 – Present
- **Approximate number of students** - 145
- **Programs taught** – Windows XP®, Word®, Excel®, PowerPoint®, Outlook®, Publisher®, Access® (*all levels of Introductory, Intermediate and Advanced*) QuickBooks Pro, A+, Network+, Cisco CCENT and CCNA.

This is a government sponsored job-training program for dislocated workers. The students attend our Learning Center and enroll in a Career Track to prepare them for a new career. We set a career path, and help them attain their goals of returning to the workforce. We track each student's progress along his or her path and through to his or her certification testing.

Commercial Contract - Premier Health Partners (PHP)

Atrium Medical Center

One Medical Center Drive
Franklin, Ohio 45005-1066
Julie Turner, Education Department, 513-420-5166

Miami Valley Hospital Good Samaritan Hospital

One Wyoming Street, Dayton, Ohio 45409
Thurmond Brentley, IT Manager, 937-208-4928

- **Time Frame** – October 1998 - Present
- **Approximate number of students** - 1,540
- **Programs taught** – Windows 2000/XP®, Word®, Excel®, PowerPoint®, Outlook®, Publisher®, Access®, Project® (*all levels of Introductory, Intermediate and Advanced*)

Training for Miami Valley Hospital and Good Samaritan is being conducted at each location. The training room accommodates 10 students at each location. Classes are conducted all day from 8:30 am to 3:30 pm with 45 minutes for lunch. We are responsible for developing the schedule in cooperation with PHP and for tracking the sign-ups for each class.



3536 Central Ave.
Middletown OH 45044
877-299-0700 toll free
513-424-7707 fax
info@omnicomsg.com
omnicomsolutionsgroup.com

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