



FERRUFINO

NAICS: 541611, 541613, 541618, 561110, 561920

Ferrufino LLC partners with federal agencies and prime contractors to strengthen communication, streamline operations, and build effective teams that drive mission success. Centered on relationships and collaboration, the company delivers strategic administrative and management support tailored to each client's goals. Established in 2022 and headquartered in Virginia, the company combines people-focused service with operational precision.

Core Competencies

- **Administrative & Executive Support:** Comprehensive executive assistance including correspondence, scheduling, document management, and coordination at Action Officer and Executive levels. Skilled in ETMS2, DTS, SharePoint, and Microsoft 365.
 - **Program & Portfolio Management:** Oversight of multi-million-dollar portfolios using Agile and Waterfall methodologies. Experienced in compliance tracking, deliverable management, and reporting for healthcare and defense programs.
 - **Strategic Consulting & Process Improvement:** Lean Six Sigma-based optimization, policy development, and workflow automation to increase efficiency and reduce costs.
 - **Event Logistics Management:** Planning and coordination of workshops, training sessions, and briefings for senior military and civilian leaders.
 - **Financial & Data Support:** Expense reporting, budget tracking, and data visualization using Excel, Power BI, and Tableau to support executive decision-making.
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Differentiators

- **Federal Experience:** 5+ years supporting Navy Bureau of Medicine and Surgery (BUMED) and Defense Health Agency (DHA) in administrative, analytical, and program management capacities.
 - **On-Site Availability:** Based near key federal facilities, enabling rapid, secure, and dependable in-person collaboration.
 - **Proven Performance:** Supported federal healthcare programs through automation and reporting systems that improved operational efficiency and informed leadership decision-making.
 - **Credentialed Expertise:** Master of Business Administration (MBA), Business Analytics Graduate Certificate, Lean Six Sigma Yellow Belt, and Active Secret Clearance.
 - **Small Business Advantage:** Responsive and relationship-driven, offering direct access to senior decision-makers and rapid task execution.
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Representative Past Performance

Navy Bureau of Medicine and Surgery (BUMED) – Contractor via Ancilla, Inc.

Delivered program and administrative support for Navy Medicine's Fleet operations, managing a \$5M portfolio and leading the creation of data-driven reporting systems to inform hazardous duty waiver decisions. Strengthened communication flow between action officers and senior leadership, improving responsiveness and compliance.

Defense Health Agency (DHA) – Contractor via The 5Ps LLC and DeepMile Networks LLC

Supported SES leadership within the Medical Affairs and Human Capital directorates. Coordinated over 800 action packages involving policy, funding, and clinical governance. Designed and implemented process automation that reduced workforce processing time by 75% and led full lifecycle management of electronic health record transition workshops across global medical commands.

Point of Contact: Contracts Team, Contracts@Ferrufinova.com