



A-PRO

PROFESSIONAL SERVICES LLC

CAPABILITY STATEMENT

Administrative • Operations • Project Support

APRIL CARRUTHERS

Managing Member

317-499-0557

mrsaprilcarruthers@gmail.com



COMPANY OVERVIEW

A-Pro Professional Services LLC is an Indianapolis-based professional services firm providing administrative, operational, project coordination, document and records management, reporting, vendor coordination, and business support services to government agencies, prime contractors, and commercial organizations. A-Pro delivers organized, compliance-minded support designed to improve workflow visibility, documentation quality, and day-to-day execution.



CORE COMPETENCIES

- Administrative and office support, including scheduling, correspondence, recordkeeping, and workflow coordination
- Project and operations coordination, action tracking, status reporting, and cross-functional follow-up
- Document control, SOP development, document preparation, records management, and compliance support
- Budget, forecast, spreadsheet, reporting, and management-information support
- Vendor coordination, procurement support, quote tracking, and service-provider follow-up
- Inventory, asset, property, and facilities support, including inspection and readiness tracking
- Process improvement, performance monitoring, data analysis, and continuous-improvement support



PRINCIPAL EXPERIENCE & DIFFERENTIATORS

- Managing Member brings experience supporting government-contractor operations in Iraq, including PWS/CDRL compliance, SOPs, performance monitoring, budgeting/forecasting, reporting, and records control.
- Background spanning operations coordination, finance management, hospitality management, property/business operations, and administrative support.
- Six Sigma Black Belt (Gold) with Green, Yellow, and White Belt certifications; process-focused approach to accuracy, efficiency, and measurable improvement.
- Advanced working knowledge of Excel and experience with SharePoint, SAP, Oracle, Maximo, reporting systems, and document repositories.
- Lean virtual operating model supports responsive, project-based administrative and management support without unnecessary overhead.



COMPANY SNAPSHOT

Legal Name: A-Pro Professional Services LLC

Business Type: Indiana single-member LLC

Ownership: 100% woman-owned / Black-owned

Location: Indianapolis, Indiana

Service Area: Indiana and remote U.S. support

UEI / CAGE: UVZDIANUEVVK9 / 26188



CURRENT STATUS & DESIGNATIONS

- Indiana Registered Bidder - Complete
- Buy Indiana - Approved through 09/10/2031
- Indiana MBE/WBE - Application submitted; verification pending



NAICS CODES

- 561110** Office Administrative Services (Primary)
- 541611** Administrative Management and General Management Consulting Services
- 561410** Document Preparation Services
- 561210** Facilities Support Services



UNSPSC CODES

- 80160000** Business Administration Services
- 80161500** Management Support Services
- 80161501** Office Administration or Secretarial Services
- 80101600** Project Management
- 80101500** Business and Corporate Management Consultation Services
- 80161602** Receiving or Inventorying Services



CONTACT

Managing Member: April Carruthers

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Email: mrsaprilcarruthers@gmail.com

Website: In development

A-Pro Professional Services LLC is newly formed. Principal experience shown above reflects the Managing Member's prior professional experience and is not presented as corporate past performance of A-Pro.