

K C Blackson Consultant LLC

Capability Statement

Administrative | Property Management | Assisted Living & Independent Living Planning

Administrative and consultant support tailored for organized operations, polished client service, property coordination, and planning-focused execution.

SBA Women-Owned Small Business (WOSB)

Certified Diverse Business - State of Maryland

Maryland Assisted Living Administrator Credential

K C Blackson Consultant LLC is a women-owned business providing structured administrative and consultant support across business operations, property coordination, and assisted living / independent living planning. We help clients bring order to moving parts through documentation, communication, scheduling, vendor coordination, and implementation-focused support.

Core Capabilities

- Administrative operations support, intake coordination, document preparation, records organization, scheduling, and workflow follow-through
- Office and vendor coordination, service request tracking, and operational support
- Property management support including tenant communication, turnover coordination, occupancy readiness, and vendor oversight
- Assisted living and independent living planning support, startup documentation, policy organization, and operational setup assistance
- Client-facing communication support, reporting, process documentation, and polished stakeholder service

Why K C Blackson Consultant LLC

- Detail-oriented operator with deep experience in administration, office management, and resident-facing service
- Strong follow-through, organized communication, and calm coordination across moving parts
- Built for businesses needing both professional presentation and practical day-to-day execution
- Able to support projects requiring discretion, responsiveness, documentation discipline, and polished client experience

Relevant Fit

- Administrative Backbone: Organized support for intake, documentation, scheduling, meeting follow-up, communications, and operational coordination.
- Consultant Support: Practical, implementation-focused assistance for businesses needing structure, clear processes, and dependable follow-through.
- Property and Facility Coordination: Support for property readiness, vendor scheduling, housing coordination, and service tracking.
- Planning Support: Administrative support for assisted living and independent living projects, from startup organization to operational documentation.

Company Snapshot

Business Name	K C Blackson Consultant LLC
Primary Focus	Administrative; Property Management; Assisted Living & Independent Living Planning
Certifications	SBA WOSB; Certified Diverse Business - State of Maryland
Coverage	Maryland / DMV-based support with project-specific coordination
Phone	(301) 606-6258
Email	info@kcblacksonconsultant.com
Website	kcblacksonconsultant.com

Positioning Statement

K C Blackson Consultant LLC supports organizations that need reliable administrative coordination, consultant support, and structured execution across operations, property-related workflows, and planning initiatives.