Peak Summit Performance Group

Capability Statement

Cage Code #26DC3
UEI #SWD6GM7XQ231

ABOUT PSPG

Robin Armstead and Associates, DBA Peak Summit Performance Group, is a workforce development, learning consulting, and business support firm specializing in instructional design, training strategy, learning technology systems, multimedia production, administrative support, and program coordination. We provide scalable, mission-focused solutions that improve workforce readiness, employee performance, operational efficiency, and organizational effectiveness for government agencies, educational institutions, prime contractors, and private-sector organizations through customized learning, technology, and operational support services aligned to organizational goals and contract requirements.

ABOUT THE CEO

Robin Armstead is the Founder and CEO of Robin Armstead and Associates DBA Peak Summit Performance Group, a workforce development, learning consulting, and business support firm serving government, educational, and private-sector organizations. She oversees business operations, client engagement, project coordination, and service delivery across training, learning technology, multimedia, and administrative support services. Her background in enterprise learning operations and workforce development supports the company's ability to deliver scalable, mission-focused solutions.

CORE CAPABILITIES

Workforce Development & Training Solutions

- Workforce Development & Performance Improvement
- Instructional Design (ILT, eLearning, Blended Learning)
- LMS Implementation & Administration
- Learning Systems Integration
- Digital Learning Strategy & Reporting
- Learning Analytics & Knowledge Management
- Virtual Training Support

Technical Assistance & Information Technology

- Technical Assistance Services
- Website Support & Maintenance
- Digital Systems Support
- End-User Support

Multimedia & Digital Media Solutions

- Multimedia Content Production
- Graphic Design
- Digital Publishing Support
- Training Video Production
- Presentation Design & Development
- Visual Communications Support

Administrative & Program Support Services

- Administrative Support Services
- Program & Project Support
- Knowledge Management Support
- Event Planning & Event Coordination
- Meeting & Conference Support
- Office Administrative Services
- Onboarding Support Services

Robin Armstead
Founder & CEO

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PAST PERFORMANCE

Workforce Development & Organizational Support

- Managed enterprise learning initiatives supporting workforce transformation efforts for **1,000+ employees** across multiple departments and business units.
- Supported enterprise learning budgets estimated between **$1M–$1.5M annually** for curriculum coordination, workforce development, and learning operations.
- Developed and supported **50+ instructor-led training sessions, eLearning programs,** blended learning solutions, onboarding initiatives, and workforce development programs.
- Supported onboarding redesign, workforce readiness, employee engagement, and training standardization initiatives.
- Delivered curriculum development, training strategy, reporting support, and organizational learning services for projects ranging from 6 months to multi-year engagements.

TECHNOLOGY, SYSTEMS, & OPERATIONAL SUPPORT

- Administered and optimized multiple industry recognized enterprise LMS platforms
- Implemented and managed learning management systems supporting employee populations exceeding **20,000 users**.
- Supported digital learning implementation, compliance training deployment, reporting, course administration, and learning operations management.
- Managed learning workflows and training libraries containing **200+ training resources**.
- Supported recurring compliance training cycles and digital course delivery.

ADMINISTRATIVE, PROGRAM & MULTIMEDIA SUPPORT SERVICES

- Produced **75+ multimedia learning assets**, including training videos, presentations, graphics, digital training materials, and workforce development content.
- Coordinated training logistics, scheduling, documentation management, meeting coordination, and operational support across **10+ concurrent projects**.
- Supported administrative operations, reporting, knowledge management, and program support functions across workforce development and training environments.
- Assisted with event support, stakeholder coordination, and operational support initiatives ranging from short-term projects to multi-year engagements.

NAICS CODES

PRIMARY: 541611 — Administrative Management & General Management Consulting Services

- 611430
- 611710
- 541512
- 541511
- 541519
- 541618
- 561110
- 561499
- 541990

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