

ABOUT US

Sinniece Administrative Services is a Certified Woman-Owned sole proprietorship that provides cost-effective, technology-driven virtual assistant and remote after-hours administrative support to government agencies and businesses. By leveraging low-cost automation tools, I ensure efficiency and security while helping teams solve critical operational gaps.

KEY DIFFERENTIATORS

- ✓ **Sole Proprietor Efficiency** – Direct, personalized service with no overhead costs.
- ✓ **Technology-Driven Approach** – Leveraging automation and cloud-based tools for optimized workflows.
- ✓ **Government & Legal Experience** – Expertise in handling classified and regulated data securely.
- ✓ **Cost-Effective Solutions** – Providing high-quality virtual support without the expense of full-time staff.
- ✓ **After-Hours Availability** – Offering evening & weekend support for increased flexibility.

KEY SOLUTIONS & PROBLEM-SOLVING APPROACH

Office Administrative Services – Enhancing Productivity & Reducing Backlogs

- **Issue:** Government agencies often experience administrative overload, scheduling delays, which can slow down mission critical operations.
- **Solution:** I assist teams by integrating with existing workflows, providing reliable administrative support to manage schedules, coordinate tasks, and reduce backlogs keeping operations running smoothly without disruption.

Data Processing – Secure & Efficient Data Management

- **Issue:** Many organizations require structured, secure, and compliant data processing but often lack the internal resources to manage it effectively.
- **Solution:** I support teams by working within their current data systems, managing and organizing information securely allowing team members to focus on mission critical priorities.

Secretarial & Reporting Services – Accuracy & Compliance in Documentation

- **Issue:** Legal and government teams rely on accurate transcription, consistent formatting, and timely reporting to maintain efficiency.
- **Solution:** I provide reliable secretarial and reporting support that aligns with organizations objectives. Through accurate transcription and thorough documentation, I ensure compliance and reduce turnaround times.

Data Preparation & Automation – Eliminating Manual Data Errors

- **Issue:** Government agencies and businesses struggle with manual data processing errors and inefficiencies.
- **Solution:** I enhance prime contractor capabilities by delivering efficient, accurate, and structured data preparation services. Through process automation and smart data organization, I reduce manual errors and support timely, data-driven decision-making across projects.

COMPANY SNAPSHOT



CERTIFICATIONS & REGISTRATIONS

Sinniece Administrative Services

- **UEI CODE:** FQX3EJMYKLC8
- **CAGE CODE:** OXPQ2



NAICS CODES

- **561110** – Office Administrative Services
- **561410** – Document Preparation Services
- **541611** – Administrative & General Management Consulting Services
- **561499** – All Other Business Support Services
- **561320** – Temporary Help Services



CONTACT INFORMATION



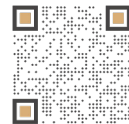
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CORE COMPETENCIES

- Virtual Assistant & Remote Administrative Services
- High-level data accuracy and confidentiality
- Strong project management skills
- Expertise in task management

PAST PERFORMANCE

✓ CACI (2021-Present)

eDiscovery & legal administrative support for federal cases.

✓ Leidos (2017-2021)

Providing legal administrative support and managing digital evidence for federal cases.

✓ Lockheed Martin (2010-2017)

Managed DOJ Radiation Exposure Compensation Program case files.