

## **COMPANY PROFILE**

With over a decade of experience in professional support services, our firm offers a comprehensive suite of capabilities tailored to meet the diverse needs of legal, corporate, and government clients. As a small business, we also seek to aid prime contractors in successfully attaining their subcontracting goals. Whether handling claims intake and investigations following a State of Emergency or supporting law enforcement in adhering to government compliance in the areas of documentation and investigations, our firm is committed to delivering essential, customized, and cost-effective solutions.

### **CORE CAPABILITIES**

- Legal and Administrative Support Services
- Document Preparation Support
- Risk Management Services
- Onsite Court Document Research and Retrieval
- Fraud & Compliance Audits, Inspections, and Investigations
- · Claims Investigations, Accident, Incident, and Scene Inspections
- Asset & Heir Locator Assistance
- Property Data Collection & Reporting
- Market Research and Data Analysis

# **DIFFERENTIATORS**

- ✓ Able to serve in any City or County in the Commonwealth of VA.
- ✓ Adaptable, flexible, and responsive to client's changing needs.
- ✓ Accustomed to handling sensitive & classified information.
- Continuity of operations during disasters, furloughs, or health crises.
- ✓ Performance-driven approach ensuring optimized results.

# **PAST PERFORMANCE & EXPERIENCE**

#### **Federal**

SBA | Office of Disaster Assistance | Highlight Technologies, Inc.

• (Pandemic) Loan Specialist

USDA | Manhattan Strategy Group

Site Audits for SNAP Compliance

#### State

State of Maine | Bureau of Unemployment | Robert Half, Inc.

• (Pandemic) Claims Adjudication

#### Faith-Based

African Methodist Episcopal (AME) Church | Norfolk, VA

• Executive & Administrative Aide

#### Corporate

Groundworks Inspections | Virginia Beach, VA

• Property Data Collector

Mass Tort Support | Atlanta, GA

Litigation Case Management

### **COMPANY SNAPSHOT**

## ✓ COMPANY DATA

• eVA: SUP307070 • DUNS: 003716130

#### Socio-economic:

- Woman-Owned Small Business
- · Minority-Owned Small Business

#### NIGP:

- 91800: Consulting Services
- 92000: Data Processing & Software Services
- 94600: Financial Services
- 95200: Human Services
- 95300: Insurance and Insurance Services, (All Types)
- 95600: Library Services
- 96100: Miscellaneous Services, No. 1
- 99000: Security, Fire, Safety, And Emergency Services
- 99800: Sale of Surplus and Obsolete Items

## ✓ CONTACT INFORMATION

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  - Virginia Beach, VA



### √ KEY EXECUTIVE PROFILE

- Notary Public, Commonwealth of VA
- Former Asset/Forfeiture Paralegal for USDOJ
- Former Law Firm Lead Investigator & Sr. Paralegal
- Former ID Clerk for FBI
- Former Communications Officer for VBPD









