



# TAILORED ASSISTANT LLC

Office Administrative Services

## CAPABILITY STATEMENT

We work as an extension of your team, providing support to streamline your workload.

**Tailored Assistant LLC**—a trusted provider of Data Entry Services and Administrative Office Support—delivers seamless integration into business operations to enhance efficiency and streamline clerical tasks. Every service is executed with a commitment to professionalism, responsiveness, and customer satisfaction. With over 15 years of combined expertise, Tailored Assistant LLC offers tailored solutions designed to meet the distinct needs of businesses across industries. Key services include **Data Entry Support, Administrative Assistance, and Telephone Answering Services**, all focused on reducing operational burdens and optimizing productivity.

As an **SBA-certified WOSB/EDWOSB**, Tailored Assistant LLC remains dedicated to delivering precision-driven, reliable administrative support that aligns with organizational objectives. Through strategic execution and attention to detail, businesses benefit from optimized workflows, improved efficiency, and uninterrupted operations.

### CORE COMPETENCIES

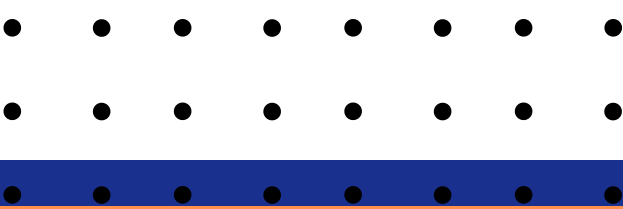
- Administrative & Virtual Office Support
- Providing comprehensive administrative assistance to enhance operational efficiency.
- Temporary Staff Support
- Offering short-term and project-based assignments to meet agency demands.
- Customer Service & Correspondence Management
- Ensuring prompt and professional handling of inquiries, emails, and official communications.
- Data Entry, Record-Keeping & Compliance Documentation
- Accurately entering data into systems and maintaining organized, searchable records.
- Calendar Management & Inbox Monitoring
- Coordinating schedules, managing communications, and optimizing executive time management.
- Meeting Coordination & Agenda Preparation
- Organizing meetings, preparing materials, and documenting proceedings.
- Training & Staff Support
- Assisting with employee onboarding, and instructional material preparation.
- Business Travel & Per Diem Management
- Facilitating travel arrangements, processing reimbursements, and adhering to GSA travel regulations.
- Telephone Answering & Call Center Support
- Providing professional call management services to support public inquiries and agency operations.
- Conference, Seminar & Expo Registration Assistance
- Managing event participation, credentialing, and logistics for officials and personnel.
- Procurement & Inventory Management
- Supporting supply chain processes, vendor coordination.

### DIFFERENTIATORS


- Certified Woman-Owned Small Business with expertise in administrative support for agency contracts.
- Proven track record of supporting executives and operational teams with efficiency.
- Adheres to strict data protection protocols to ensure confidentiality.
- Client-Centered Approach - Customized solutions tailored to client needs for optimal outcomes
- Time Efficiency - Streamlining processes and managing time effectively to meet deadlines and maximize productivity.
- Technological Proficiency - Leveraging modern tools and software to optimize processes and improve service delivery..
- Strong Communication Skills - Ensuring clear, timely, and professional communication, both internal and external..
- Client-Centric Focus - Prioritizing client satisfaction through ongoing relationship management.
- Cost-Effective Solutions - Offering competitive pricing without compromising on service quality.
- Proactive Problem Solving - Anticipating challenges and addressing potential issues, ensuring smooth operations.
- Providing prompt support and communication, ensuring that client needs are addressed in a timely manner.
- Bringing knowledge and experience from working across various sectors, allowing for adaptable service delivery.


### COMPANY PROFILE

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### PAST PERFORMANCE

**National Center for Healthy Housing (NCHH)**   
Since September 2023, I have been providing comprehensive administrative support services to NCHH, including calendar management, email correspondence, document preparation, and meeting coordination, which has resulted in streamlined administrative processes, optimized daily operations, and consistently high-quality service, fostering a productive and ongoing partnership.

**Overhead Solutions**   
Beginning in August 2023 and continuing to the present, my work with Overhead Solutions has focused on delivering research and outreach support. This includes conducting in-depth research to enhance strategic decisions and developing communication materials. My contributions have played a key role in the successful implementation of outreach strategies and the delivery of valuable research insights that support Overhead Solution's ongoing projects. By fostering effective communication and follow-up, I have helped strengthen community engagement and amplify the impact of Overhead Solution's outreach.



### NAICS CODE

- 561110 Office Administrative Services
- 561410 Document Preparation Services
- 561421 Telephone Answering Services
- 561320 Temporary Help Services
- 561510 Travel Agencies
- 561990 All Other Support Services
- 561499 All Other Business Support Services
- 541611 Administrative Management Consulting

### DESIGNATIONS:

- U.S. Owned Business
- Small Owned Business
- GOED Local Emerging Small Business
- Minority Owned Business
- Certified Women Owned Small Business (WOSB)
- Certified Economically Disadvantaged Woman Owned Small Business (EDWOSB)

