



Woman Owned—Small Business
 CAGE CODE: 8CS96
 DUNS: 02-207-6968
 Government Business POC:
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Capability Statement Milrich Virtual Professionals, LLC

Founded in 2009 as Milrich Associates LLP, we evolved to Milrich Virtual Professionals, LLC in 2018 to better describe the nature of our business. We are a privately held, **woman-owned small business**. We provide US-based Virtual Assistant and Remote Scheduling services throughout the world. We hold an A+ BBB Accreditation Rating, Certified Constant Contact Provider Status and are a member of the Prince William County Chamber of Commerce.

- ## Core Competencies
- ◆ Data Entry
 - ◆ Presentation Preparation
 - ◆ Data Management
 - ◆ Marketing
 - ◆ Social Media
 - ◆ Administrative Support
 - ◆ Executive Support
 - ◆ Organization Mgmt
 - ◆ Help Desk Management
 - ◆ Direct & Email Campaigns
 - ◆ Document Preparation
 - ◆ Telecommute Experts

- ## NAICS Codes
- 541611: Administrative Management and General Management Consulting Services
 - 561110: Office Administrative Services
 - 518210: Data Processing, Hosting, & Related Svc
 - 541613: Marketing Consulting Services
 - 541860: Direct Mail Advertising
 - 561410: Document Preparation Services
 - 561499: All Other Business Support Services

- ## Past Performance
- Contract title:** Owl Rock Capital Partners LP Help Desk
Scope of Work: Directing technical issues to the proper channels; Providing prompt live customer service support
- Contract title:** Transamerica Scheduling
Scope of Work: Scheduling appointments for financial wholesalers to financial advisors; CRM data management
- Contract title:** Pioneer Square Labs
Scope of Work: Provide remote administrative support for Startup companies going through the incubator process through Pioneer Square Labs located in Seattle, WA.

- ## Differentiators
- ⇒ Our team is comprised military veterans and spouses, physically disabled individuals, stay at home parents of special needs children and many other talented professionals.
 - ⇒ We are a **woman owned, small business**.
 - ⇒ We are extremely flexible with our client's needs with regards to scalability and timing
 - ⇒ We stand behind the work we do so that every client is 100% satisfied.