



Woman Owned—Small Business

CAGE CODE: 8CS96
 DUNS: 02-207-6968
 SWaM Certificate: 815644
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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 Diamond 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 - Commercial

Contract title: Leslie Cunningham Impact and Profits
 Leslie@impactandprofits.com ongoing - \$7000
Scope of Work: Design and manage landing page for course. Manage backend operations on shopping cart and checkout customizations.

Contract title: Cynthia Williams-Bey Heaven Sent Childcare
 Cindy@mrswilliamsbey.com ongoing - \$26,600
Scope of Work: Developed traditional SWOT analysis as well as a full competitive analysis

Contract title: Suzanne Abrams - Black Swan/Lundeen
 Suzanne@lundeenabramsadvisors.com ongoing - \$28,600
Scope of Work: Designed and developed website. Created graphics for website design. User research

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.