

Capability Statement

Core Competencies

Management Consulting

- Project Management
- Policies & Procedures Development
- Process Mapping, Optimization, and Improvement
- Strategic Planning
- Operational Design
- Stakeholder Management
- Facilitation
- Analysis and Assessments

Human Resources

- Recruitment Services
- Staffing Services
- Staff Augmentation
- Skill & Payband Analysis
- Workforce Assessment
- Onboarding Plans & Support
- Position & Role Design

Strategic Communications

- Communication Plans (external and internal)
- Marketing Strategy
- Social Media
- Market Analysis
- Media Relations & Monitoring
- Stakeholder Outreach Messaging & Engagement
- Board Development

Differentiators

- 1. Focus on People:** We build processes that make teams and leaders more successful. We deliver right-fit solutions with sustainable implementation to onboard, train, and work more effectively.
- 2. Focus on Quality:** Our team members are spouses of US foreign service and military members. We hold advanced degrees, have culturally varied work experiences, and are subject matter experts in numerous fields. We apply our lived experiences in our work with the government and small businesses.
- 3. Focus on Cost Effectiveness:** Our remote and hybrid team passes its cost savings to its clients, making our services affordable for small and micro businesses.
- 4. Focus on Adaptability:** As a small business, LVL-Up can quickly and efficiently pivot as needed to support our clients.
- 5. Focus on Giving Back:** As we grow our business, we give back to the military and foreign service families we work with and are a part of through career development programs.

Past Performance

2020-2022, (1) **Process Optimization**, (2) **Staff Augmentation** - LVL-Up started with a pricing analysis and recommended a new strategy that increased the firm's profits. Next, LVL-Up developed a new file management system, streamlined the hiring and onboarding of new employees, and implemented a new marketing strategy. Over the course of a two-year engagement, LVL-Up handled back-office operations, enabling the consultancy's team members the flexibility to engage more deeply and meaningfully with their clients. *For Consulting Company in Miami, FL.*

2020-2023, (1) **Strategic Planning**, (2) **Onboarding Plan Development** - LVL-Up produced new training modules to walk junior loan officers through every step of their job, from managing initial client consultations to the total cost analysis. LVL-Up identified and pre-populated the most effective client management tools and project management software, leading to a seamless transition for the new officers. *For Mortgage Company in Rockville, MD.*

2020, (1) **Strategic Planning**, (2) **Project Management**- LVL-Up worked with the architect to build robust customer profiles with sales plans for each. LVL-Up trained and enabled the architect to maintain the software, leverage the information, and build more meaningful customer relationships. *For Architecture Company, Vienna, VA.*

Company Data

SAM UEI: XFC5C6NXFVD9
CAGE Code: 95YY5
Certifications: SBA Certified WOSB, US Small Business Chamber, SWaM Certified, Project Management Professional (PMP)
Accepts ACH and Credit Cards

NAICS Codes

- 541600
- 541610
- 541611
- 541612
- 541613
- 541614
- 541618
- 541690
- 541810
- 541910
- 611430