Brown Oak
SOLUTIONS

CAPABILITY STATEMENT

Staffing, IT & Administrative Support

Woman-Owned Small Business · Maryland

COMPANY OVERVIEW

Brown Oak Solutions is a Maryland-based, woman-owned small business providing executive and administrative support, program and operations management, IT and administrative staffing, and Tier 1 IT help desk support to federal, state and local agencies and their prime contractors. Our founder brings more than a decade of federal and Maryland state government experience, including directing a federal workforce of more than 1,500 employees.

CORE COMPETENCIES

- Program & project management
- Executive & admin support
- Government travel coordination
- Team supervision & training
- IT help desk & Tier 1 support
- Operations management
- Calendar & meeting management
- Purchase card (GPC) support
- IT & administrative staffing
- Desktop & end-user support

FOUNDER'S RELEVANT EXPERIENCE

U.S. Census Bureau, Baltimore Area Census Office

Operations Manager (Area Census Office Manager) · 2020 Census

- Directed operations for the Baltimore Area Census Office, leading a workforce of more than 1,500 temporary and staff employees.

Defense Counterintelligence and Security Agency (DCSA)

Program Analyst · Services & Support Lead

- Directly supported the Chief of Staff; managed calendars for multiple senior leaders.
- Department Government Purchase Card Official; arranged executive travel.
- Supervised and trained 12 administrative assistants department-wide.

State of Maryland, Maryland Supplemental Retirement Plans

Administrative Specialist · approx. 11 years

- Office administration and purchasing through the state's FMIS system.

WHAT SETS US APART

- **Proven operations leadership:** a 1,500-person federal workforce and dozens of projects and programs managed from planning through close-out.
- **Government insider knowledge** of executive operations, travel and purchase card programs.
- **Trained talent pipeline** of credentialed IT and administrative candidates.
- **Local and lean:** Baltimore–Washington based, low overhead, competitive rates.

COMPANY DATA

UEI: JHAPDCXDGES7

CAGE: [PENDING]

Entity: Limited Liability Company

Founded: 2026

Location: Baltimore, Maryland

NAICS CODES

541611 Administrative Management Consulting

541513 Computer Facilities Management

541519 Other Computer Related Services

561110 Office Administrative Services

561320 Temporary Help Services

611430 Professional Development Training

CERTIFICATIONS

SBA Woman-Owned Small Business (WOSB): *application in process*

Founder credentials

PMP (in progress)

CompTIA A+

Google IT Support Professional Certificate

CONTACT

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