



MONEKE HQ, L.L.C.

Moneke D. Stevens, Founder & CEO

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UEI: K5PXCS8E2K35 | CAGE: 18UA0 | Woman-Owned Business

Accepts Subcontracts & Teaming Opportunities

Administrative Management & Executive Support — Delivered with Executive-Level Precision

Capability Statement

COMPANY OVERVIEW

Moneke HQ, L.L.C. provides Administrative Management and General Management Consulting services, delivering executive-level operational coordination and acquisition-aligned support to federal agencies, prime contractors, nonprofits, and small businesses.

Led by a former GS-14 federal management professional with 36 years of experience across the U.S. Department of Health and Human Services, Department of Veterans Affairs, and Department of Defense, including program leadership, acquisition oversight, and COR Level III certification.

CORE COMPETENCIES

- **Administrative Management & Executive Support:** Executive calendar and correspondence management | Briefing materials and executive reporting | Meeting facilitation & workflow oversight
- **Program & Acquisition Support:** Contract documentation coordination | Deliverable & performance tracking | COR support & compliance documentation
- **Operational Planning & Process Improvement:** Strategic planning support | SOP development | Data reporting & documentation
- **Business Systems & Administrative Infrastructure:** Digital records management | Workflow design and optimization

DIFFERENTIATORS

- 36 years of federal service, including GS-14 leadership, program oversight, and multi-million-dollar contract support
- Former COR Level III Certified
- NAICS 541611 – Administrative Management & General Management Consulting
- Experience supporting HHS, VA, & DoD environments
- Lean Six Sigma Green Belt
- Structured, process-driven administrative and operational systems
- Flexible prime & subcontract support

PAST PERFORMANCE

Selected Federal Experience (Pre-LLC)

- Supported senior executive offices within HHS, VA, & DoD
- Provided supervisory coordination and executive-level operational support
- Supported and oversaw multi-million-dollar federal programs and contracts, including performance tracking, compliance oversight, and executive reporting
- Developed SOPs improving workflow efficiency
- Coordinated executive meetings, travel & procurement reviews
- Monitored contract documentation & deliverables

NAICS CODES

- Primary: 541611
- Secondary: 561110 | 561410 | 541618