

**Woman-Owned**

**Small Business**

**Veteran-Owned Small**

**Business**

**CAGE Code: 9UEX2**

**DUNS: 967015855**

**NAICS Codes:**

**541611**

Administrative Management &  
General Management Consulting  
Services

**561311**

Staffing services including Virtual  
Assistance and Web Design

**541519**

Other Computer Related Services

**541612**

Human Resources Consulting  
Services

**531120**

Lessors of Nonresidential  
Buildings (except Mini  
warehouses).

**541990**

All Other Professional, Scientific  
& Technical Services

**561312**

Executive Search Services

**561920**

Event Planning- Convention and  
Trade Show Organizer- Virtual  
Events

**423840-423990**

Industrial Supplies Merchant  
Wholesalers-Other Miscellaneous  
Durable Goods Merchant  
Wholesalers

**561499**

All Other Business Support  
Services

## CONTACT INFORMATION

**Ophelia Moye, CEO**

President 910-650-0707

Business msg line: 704-251-9202

[support@ironsharpensironpremierservices.com](mailto:support@ironsharpensironpremierservices.com)

[www.ironsharpensironpremierservices.com](http://www.ironsharpensironpremierservices.com)

# CAPABILITY STATEMENT

Iron Sharpens Iron Premier Services LLC is a dynamic and versatile company specializing in a wide array of services tailored to meet the diverse needs of our clients. As a minority, veteran, and woman-owned small business, we bring a unique perspective and commitment to excellence in everything we do. Our core competencies include staffing services, web and logo design, research, marketing, virtual assistant, administrative and executive assistant services. Additionally, we offer specialized expertise in manufacturing, cleaning/janitorial, business, and real estate sectors.

## Core Competencies

- Administrative Support Services
- Staff Augmentation & Surge Recruitment
- HR Consulting & Personnel Management
- Staffing and Recruiting- Sourcing, recruiting & placing top talent across various industries.
- Hiring Event Planning- Remotely, Local and Nationwide
- Research Excellence- Ability to gather, analyze, & interpret data effectively.
- Professional Records Management
- Web Design and Logo Services

## Past Performance

- Sourced, recruited, and hired over 1000 candidates nationwide since 2015.
- Organized and managed various events over 10 years, including group travels, fundraising events, and participation in elite hiring events for large companies like Boeing.
- Demonstrated over 8 years of diverse staffing experience across technical, healthcare, and automotive industries.
- Assisted in developing and setting up over 15 small businesses, including legal offices, cleaning companies, wholesale businesses and staffing firms.
- Leveraged over 15 years of administrative expertise, including roles such as Personnel Records Specialist in the Army.
- Led customer service teams in the real estate industry, overseeing property data entry, sales support, and ensuring exceptional client satisfaction.
- Managed administrative functions within the education industry, optimizing operations, fostering academic excellence, and supporting faculty and students.
- Recognized, rewarded, and promoted across diverse niches for exceptional service, delivering outstanding results, and demonstrating unwavering dedication.

## What sets Iron Sharpens Iron Premier Service apart from the competition?

**Diversity and Inclusivity:** Our minority, veteran, and woman-owned status reflects our commitment to diversity, driving innovation and creativity in every project.

**Tailored Solutions:** We customize solutions to meet each client's unique needs, ensuring maximum effectiveness and satisfaction.

**Versatility and Expertise:** With a broad range of services spanning multiple industries, including staffing, manufacturing & real estate, we offer depth of expertise & versatility.

**Commitment to Excellence:** Quality is paramount in everything we do, from meticulous design to strategic planning, ensuring superior outcomes for our clients.

In summary, Iron Sharpens Iron Premier Services stands out from the competition through its commitment to diversity, personalized approach, comprehensive expertise, and unwavering quality. We are more than just a service provider; we are a trusted ally dedicated to driving success and making a difference for our clients and society as a whole.

