

Marka Solutions LLC delivers executive administrative management, technical document architecture, and strategic marketing communications for government agencies and public-sector organizations. From Standard Operating Procedures (SOPs) and workflow optimization to public outreach, newsletters, and digital media, we build the operational systems and content that keep programs, staff, and communities aligned — on schedule and within budget.

CORE COMPETENCIES

Administrative Management & Operations

- Executive administrative & back-office support
- Process optimization & system mapping
- Records indexing & metadata architecture
- Workflow automation & operational management
- Cross-functional team coordination

Technical Communications & Documentation

- Style-guide standardization & compliance
- Technical reporting & proposal production
- Standard operating procedure (SOP) development
- Accessible, screen-reader-ready document architecture
- Editorial revision & quality control

Marketing, Creative & Media Support

- Strategic marketing & public outreach planning
- Brand strategy, visual identity & logo design
- Newsletters, blogs & recurring publication programs
- Flyers, fact sheets, brochures & collateral design
- Website copywriting & digital media updates

5+ YEARS OPERATIONS & MANAGEMENT	\$1.5M REVENUE OPERATIONS MANAGED	30% YEAR-OVER-YEAR GROWTH DELIVERED	50+ DOCUMENTS & PUBLICATIONS PRODUCED
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RELEVANT EXPERIENCE

Professional background of company leadership

Operations & Brand Management

Directed administrative and brand operations for a service organization serving 500+ monthly clients with a 30-person team; contributed to 30% year-over-year growth on \$1.5M in revenue operations.

Executive Administrative Support

Correspondence drafting, document processing, records management, and stakeholder communication for senior leadership.

Communications & Editorial

Journalism-trained writing, editing, and publication production. Authored and produced 50+ documents, guides, and communications pieces supporting multi-site operations.

Academic Foundation

Bachelor's in Journalism; Master's in Hospitality Management. Editorial discipline paired with service delivery and operational systems training.

WHAT SETS US APART

- 01 Dual-Domain Expertise — Operations + Communications
- We bridge the gap between administrative leadership and creative execution. Our background managing complex, \$1.5M+ revenue operations alongside newsroom-trained editorial discipline means SOPs, public outreach, and administrative workflows are both operationally sound and exceptionally clear.
- 02 End-to-End Execution, No Outsourced Handoffs
- From administrative system mapping and records indexing to final marketing layout and copywriting, all deliverables are produced in-house by the same specialist. This eliminates miscommunication, streamlines review cycles, and maintains consistent style and policy compliance across every deliverable.
- 03 Direct Senior SME Access & Rapid Deployment
- Contracting officers and program managers work directly with the operations lead — never an intermediate account manager. This direct line enables immediate response on project modifications, rapid troubleshooting, and first-pass accuracy on critical deliverables.

LEGAL ENTITY

Marka Solutions LLC
Texas LLC · Single-Member
Formed 05/12/2026

IDENTIFIERS

UEI: GD5TD7B6ULS3
CAGE: 21MG2
TX Vendor ID: 14226741040-00

CERTIFICATIONS

SDVOSB · SBA VetCert
Texas VetHUB
Small Business

PURCHASING & COVERAGE

Government purchase card accepted
Net 30 invoicing
Remote — all 50 states