



★★★ CAPABILITY STATEMENT

Jeremy Allen Swink LLC

Veteran-Owned Small Business

👤 **Jeremy Swink** · Founder & Managing Member

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UEI HPFWUJM11X63

CAGE 16Y71

SAM.GOV Active · All Awards

SERVICE AREA Nationwide Contract Support

MANAGEMENT. ADMINISTRATIVE SUPPORT. FACILITY SERVICES. RELIABLE EXECUTION.

COMPANY OVERVIEW

Jeremy Allen Swink LLC is a Veteran-Owned Small Business providing management, administrative, business, and facility support services to government and commercial organizations. **We take responsibility for the requirement, organize qualified resources and teaming partners, manage execution, and deliver the result.**

CORE CAPABILITIES

MANAGEMENT & BUSINESS SUPPORT

Performed directly

- Management & program support
- Administrative & office support
- Business support services
- Process & workflow improvement
- Reporting & documentation
- Contract/procurement support (as applicable)

FACILITY & SITE SERVICES

Delivered through qualified partners

- Facility operations support
- Landscaping & grounds maintenance
- Janitorial & custodial services
- Pest control coordination
- Waste collection & related services
- Other building & site services

TRAINING & OPERATIONAL SUPPORT

Performed and coordinated directly

- Professional & management training
- Training & curriculum development
- SOP & documentation development
- Operational coordination
- Subcontractor & teaming-partner coordination

DIFFERENTIATORS

VETERAN-OWNED LEADERSHIP

Disciplined accountability and ownership of performance.

FLEXIBLE DELIVERY MODEL

Direct services plus qualified local and specialty partners.

SCALABLE CONTRACT SUPPORT

Recurring and project-based work across categories.

SINGLE POINT OF ACCOUNTABILITY

One coordination point for customer, resources, and partners.

PROCESS-DRIVEN EXECUTION

Defined workflows, reporting, and quality control.

NATIONWIDE CAPABILITY

Remote professional services plus coordinated local execution.

RELEVANT EXPERIENCE

Transferable commercial experience

- Administrative, operational, and customer-support delivery in professional service environments
- Operational coordination, reporting, documentation, and workflow management for service organizations
- SOPs, structured workflows, and accountability systems that improve consistency
- Customer onboarding, service-delivery coordination, and issue resolution
- Process improvement and operational visibility that reduce inefficiency

NAICS

★ Primary

541611★ Administrative Management and General Management Consulting Services

541613 Marketing Consulting Services

541618 Other Management Consulting Services

561110 Office Administrative Services

561210 Facilities Support Services

561499 All Other Business Support Services

561710 Exterminating and Pest Control Services

561720 Janitorial Services

561730 Landscaping Services

561790 Other Services to Buildings and Dwellings

562111 Solid Waste Collection

562119 Other Waste Collection

562991 Septic Tank and Related Services

611430 Professional and Management Development Training

PSC

R408 Program Management/Support

R499 Professional Support: Other

R701 Advertising

R707 Contract/Procurement/Acquisition Support

R799 Management Support: Other

S201 Custodial/Janitorial

S205 Trash/Garbage Collection

S207 Insect/Rodent Control

S208 Landscaping/Groundskeeping

S216 Facilities Operations Support

S222 Waste Treatment/Storage

S299 Housekeeping: Other

U008 Training/Curriculum Development

U009 Education/Training: General