

Capability Statement



Business Name: Yanna Bee, LLC

Physical Address: 481 Rowan Street, Warminster, PA 18974

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Certified Women Owned Professional Services Provider

EXECUTIVE SUMMARY

Yanna Bee, LLC's (Yanna Bee) core competency is strategic recruiting; making matches between client needs and qualified candidates. Yanna Bee is an experienced provider of temporary administrative, direct hire, temp-to-hire and Executive Search services to corporate clients as well as the Federal, State, & Local governments.

- Yanna Bee specializes in finding highly qualified personnel placements.
- Yanna Bee can handle small and medium (30+ personnel) contracts.
- Yanna Bee has the capability to payroll in all 50 states.

We are proud to be an Equal Employment Opportunity and Affirmative Action employer, including females, minorities, protected Veterans, and those with disability.

DIFFERENTIATORS

- Qualified small business delivering best-in-industry solutions.
- Exceptional references illustrating strict Quality Control Standards.
- Leadership with over 10 years' experience in Professional Services, office and administrative positions.
- Deeply experienced resource pool and recruiting.

COMPANY INFORMATION

EIN: 46-2309259

DUNS: #037744713

CAGE Code: 8RRZ7

NAICS CODES

- 561320 – Temporary Help Services
- 561110 – Office Administrative Services
- 561311 – Employment Placement Agencies (Primary)
- 561312 – Executive Search Services

CERTIFICATIONS

Certifications: WOSB

Certifications: EDWOSB

PAST PERFORMANCE



CORE COMPETENCIES

- ACCOUNTING & FINANCE** Accountant, Accounting Clerk, Accounts Payable/Receivable, Billing Clerk, Bookkeeper, Compensation Analyst, CPA, Payroll Professionals, Senior Accountant, Tax Accountant
- ADMINISTRATIVE** Administrative Assistant, Claims Examiner/Processor, Clerk, Data Entry, File Clerk, Human Resources Assistant, Management Assistant, Receptionist, Typist, Underwriter
- CUSTOMER SERVICE** Account Representative, Call Center Operations, Customer Service Representative, Customer Service Specialist, Enrollment Representative, Provider Claims Representative
- EXECUTIVE PLACEMENT** Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Director, Vice President, Senior Vice-President
- INFORMATION TECHNOLOGY** Business Analyst, CISSP Professionals, Database Support, EHR Implementation Specialist, Engineers, Help Desk Support, HRIS Analyst, Network Engineers & Technicians, Systems Analyst
- C-LEVEL/EXECUTIVE MANAGEMENT** CEO, CFO, COO, CMO, CHRO, EVP, VP, Director, Human Resources Manager, Lean Six Sigma Consultants, Office Manager, Project Manager, Marketing Manager, Operations Manager, Recruitment Manager, Tax Manager, BD Manager
- LEGAL** Paralegals, Legal Secretaries, Legal Assistants, Legal Clerks, Business Development, Human Resources, Attorneys, Managing Clerks; Legal Marketing Manager; Practice Development Manager, Practice Development Coordinators, Docket Managers; Legal Receptionist

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