Hayley Marie Walker

AI-assisted document services with careful human review

Capability Statement · Sole proprietorship · Woman-owned small business (self-certified) · Reno, Nevada

OVERVIEW

I am a new small business providing remote document services to government and commercial clients. I combine AI-assisted drafting with full human review: every deliverable is checked by me, line by line, before it is delivered. I focus on small and short-notice requirements where accuracy and fast turnaround matter.

CORE COMPETENCIES

- Verbatim transcription (speaker labels, marked inaudibles)
- Document conversion and formatting, including Section 508-accessible PDFs
- Data entry and cleanup
- Editing and proofreading
- Writing and research summaries
- Translation drafts
- Social media content
- Simple, accessible websites

DIFFERENTIATORS

- **Human review of every deliverable.** Software speeds up drafts; I check every line before delivery.
- **Fast turnaround** for small and short-notice work.
- **Approved tools only.** For government work I use only agency-approved tools and follow agency data-handling rules; if a tool isn't approved, I work manually in the approved environment.
- **Direct point of contact.** You work with the owner who does the work.
- **Remote,** with no travel costs.

COMPANY DATA

Legal name	Hayley Marie Walker
Business type	Sole proprietorship; woman-owned small business (self-certified)
UEI	Available on request
CAGE code	Pending
SAM.gov registration	In progress
Location	Reno, Nevada (remote)

NAICS CODES

- 561410 – Document Preparation Services (primary)
- 561492 – Court Reporting and Stenotype Services
- 541930 – Translation and Interpretation Services
- 541990 – All Other Professional, Scientific, and Technical Services
- 541511 – Custom Computer Programming Services

EXPERIENCE

Prior hands-on experience in transcription, administrative support, and writing. New small business; no federal contracts yet.

CONTACT

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