

CAPABILITY STATEMENT



EXECUTIVE CONCIERGE

& Personal Lifestyle Management
LLC

Owner: **Peggy Haskins**

Maryland-Based, Serving MD, DC & Northern Virginia

CORE COMPETENCIES

- Executive-level administrative support
- Government Relations administrative coordination
- Complex scheduling & multi-party meeting logistics
- Document preparation, proofreading & records management
- Legislative, regulatory & committee meeting tracking
- Research, briefing materials & follow-up documentation
- AI-Assisted Research & Query Development
- Workflow optimization & operational support
- Confidential executive assistance

PROFESSIONAL BACKGROUND

Peggy Haskins brings more than 15 years of Legal Administrative experience and 15 years as an IT Business Analyst, delivering high-accuracy, deadline-driven support in fast-paced, high-visibility environments. Her expertise spans executive operations, legal documentation, government relations support, and process improvement, enabling organizations to operate with precision, clarity, and efficiency.

SERVICE PACKAGES

Administrative Support Package

Ideal for small offices, solo practitioners, and GR teams needing reliable administrative execution: scheduling, email management, document preparation, meeting coordination, data entry, and basic research.

Executive Administrative & Operations Support

For executives and directors requiring elevated coordination: calendar optimization, stakeholder coordination, briefing materials, workflow improvement, grants and contract invoicing and reporting, and project support.

Government Relations Administrative Services

Tailored to GR firms, lobbyists, associations, and public affairs teams: legislative tracking, committee monitoring, meeting summaries, stakeholder scheduling, GR event logistics, and policy research support.

PACKAGE	HOURLY	ESSENTIALS 10 HRS/MO	STANDARD 20 HRS/MO	GROWTH 30 HRS/MO
Administrative Support	\$40/hr	\$380/mo	\$760/mo	\$1,140/mo
Executive Admin & Ops	\$50/hr	\$475/mo	\$950/mo	\$1,425/mo
Government Relations Admin	\$55/hr	\$523/mo	\$1,045/mo	\$1,568/mo

Monthly retainer pricing reflects a 5% savings for clients who commit to a recurring monthly hour allotment in place of ad hoc booking. Custom hour allotments available on request.

NEW · FOUNDING-CLIENT INTRODUCTORY RATE

AI-Assisted Research & Query Development is offered at the Government Relations Admin rate of \$55/hr to our first 2 founding clients, while we build a track record together. Standard rate thereafter: \$65–\$85/hr.

VALUE PROPOSITION

Peggy delivers a unique combination of executive administrative expertise, legal precision, and business analysis discipline, ensuring clients receive structured, dependable, and proactive support that enhances operational efficiency, strengthens stakeholder coordination, and reduces administrative burden, allowing leaders to focus on strategic priorities.

Service Area: Maryland · Washington, DC · Northern Virginia, Remote and on-site support available

Executive Concierge & Personal Lifestyle Management, LLC

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