

# Capabilities Statement

Graphic & Web Design  
Tinesi B. Minikon, CEO & Creative Director

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## NAICS CODES

541430	Graphic Design Services
541511	Web (Internet) Page Design Services
541613	Marketing Consulting Services
541810	Advertising Agencies
541850	Display Advertising
541890	Other Services Related to Advertising
541490	Specialized Design Services

Years of Experience -15

## DIFFERENTIATORS

Our small team is well-educated, talented and well-trained in every aspect of graphic design and web design

We are responsive and have quick turn arounds.

We provide large design agency quality without the large design agency price.

We are hands on and listen to our client's needs.

We provide multiple design solutions.

Our top priority is our commitment to personalized customer service while striving to build long-lasting business relationships.

## SOFTWARE SKILLS

Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat Pro, Adobe Dreamweaver, Adobe After-Effects, Adobe Flash, WordPress, Drupal, Joomla, Shopify, Zen Cart, HTML, CSS, Ms Word, MS Excel, MS PowerPoint

## OVERVIEW

At **TBM GRAPHIX, LLC**, our top priority is our commitment to personalized customer service while striving to build longlasting business relationship.

We are a certified Women's Business Enterprise (WBE), Woman Owned Small Business (WOSB) and Maryland Department of Transportation MBE/DBE/SBE agency offering full-service graphic design, website development and web hosting. We are also an active vendor in the Federal System for Award Management, (SAM) and the State of Virginia, Vendor #VS0000266199.

## SERVICES

- Annual Reports, publication design, & presentation folders
- Brochure and advertisement design & layout
- Newsletter design & layout
- Logo design & stationery design
- Outreach materials and publications
- Custom photography services, Photoshop retouching
- Video production
- Web Design - high-quality interface design
- Web Design - HTML & CSS standard markup code
- Packaging and Press Kits
- Special Event Materials - invitations and programs
- WordPress web design and customization
- Social media design and Marketing

## PAST PERFORMANCES

Over 15 years of graphic design and web design work. A few companies we have designed for include:

- The United States Senate
- U.S. Department of State
- Integrated Communications Systems Group (ICSG)
- DC Small Business Development Center
- Async-Nu Microsystems
- American Public Health Association
- DC Chapter of the National Black MBA Association®
- A. Prentice Ray & Associates, LLC (APRA)
- Tigerlily Foundation
- Cachelle Ink International

Please visit us online to view our portfolio and samples of our work at [tbmgraphix.com](http://tbmgraphix.com)