

## ABOUT CREATIVE OPTIONS

### HIGHER STANDARDS. BETTER SERVICE. THE RIGHT TALENT. FAST.

Creative Options DC is the solution to finding talented, dedicated and experienced consultants. Our customized approach to providing workforce solutions brings successful results to both our public and private sector clients. It takes time to develop expertise in a wide variety of industries and after 30 years, Creative Options has honed in on the practice areas we know we service well. We've learned how to adapt to an ever-changing workplace and have done so hand-in-hand with many clients who have been with us for over two decades. We don't just fill positions, we find the right match for your team, work environment, and organization's culture. With our extensive catalog of higher quality candidates throughout the U.S., your positions will be filled faster. Trust your hiring needs to our team of experienced recruiters.

## PRACTICE AREAS

### Professional Services Job Functions

Business Operations Specialists  
Contracts Administrator  
Corporate Business Analyst  
Customer Care Billing Analyst  
Customer Service Representative  
Document Control Specialists  
Engineer / Estimator  
General and Operations Manager  
Human Resources, training, labor relations specialist  
Instructional Designer  
Legal Secretary / Paralegal  
Management Analyst  
Sales Professional  
Secretary / Admin Assistant

### IT Job Functions

Application Analyst  
Application Developer  
Computer Programmer  
Computer Systems Analyst  
Computer User Support Specialists  
Cyber Security Analyst  
Data Base Administrator  
Developer in Systems Software  
Help Desk Support  
Project Management / Coordinator  
Software developer in Applications  
Systems Analyst  
Systems Administrator  
Web Based Software Engineer  
Unix Developer Administrator  
Voice Systems Engineer

### Creative Services / Corporate Communications Functions

Content Development & Copywriting  
Digital Advertising  
Digital / On-line Marketing Specialists  
Editing & Proofreading  
Graphic Design & Production  
Marketing Project Management  
Social Media Specialists  
Web Development / Design / Management  
**Finance / Accounting Job Functions**  
Accountant / Auditor  
Business Analyst / Cost Controller  
Financial Analyst  
Procurement Requisition  
Procurement Strategic Sourcing

## CONTRACT INFORMATION

Schedule The Professional Services  
Schedule

### Woman Owned Small Business

DUNS: 62-065-4244

Cage 3SRJ9

Schedule -Temporary Administrative  
and Professional Staffing(TAPS)

### Woman Owned Small Business

DUNS: 62-065-4244

GSA # GS-07F-0532T

## CONTACT INFORMATION

### Creative Options of D.C. Inc.

15504 Mt. Nebo Road  
Poolesville, MD 20837  
[www.creativeoptionsdc.com](http://www.creativeoptionsdc.com)

### Paul Loftus

(Office) 703-294-4800  
(Mobile) 302-545-7970  
[paul@creativeoptionsdc.com](mailto:paul@creativeoptionsdc.com)

### Steve Smith

(Office) 703-294-4800  
(Mobile) 202-302-0170  
[steve@creativeoptionsdc.com](mailto:steve@creativeoptionsdc.com)