

# CAPABILITY STATEMENT

**TECHNICAL WRITING** 

STRATEGIC COMMUNICATION

ACADEMIC PUBLISHING

**CRITICAL REVIEW** 

Founded in 2013 to support the Army Science Board, SwiWrite Ltd. has evolved into a successful SDVOSB providing technical writing and editorial services for scientific, academic, and governmental organizations.

### **CORE COMPETENCIES**

- Present highly technical concepts in general, non-expert terms
- Distil complex methodologies and processes into comprehensible steps
- Collaborate with clients who bring diverse writing and communication skills to produce crisp, professional narrative in a coherent style, voice, and tone
- Conduct background research into subject matter to ensure the narrative produced maintains technical accuracy
- Leverage personal experience and professional judgment to balance open communication with the necessity to maintain security of classified information
- Foster the author's creative ability in all types of writing



## MARK S. SWIATEK, MA, MFA

Proprietor, Principal Writer
30+ years of writing and editing experience

- Assistant Professor & Deputy Head, USAFA Dept. of Philosophy
- Published author
- Contributing Editor, Hunger Mountain Journal of the Arts

### **DIFFERENTIATORS**

- Service-Disabled Veteran-Owned Small Business
- Lean, sole proprietorship with no overhead/administrative cost pass-throughs
- Limited clientele to ensure customer focus and quality
- Scalable support for large projects and/or time-critical work
- Firm-fixed-price (vice hour/word/page charge) to ensure client satisfaction

#### **COMPANY SNAPSHOT**

**Proprietor**: Mark S. Swiatek

**DUNS: 044920755** 

CAGE: 7AD01

**NAICS:** 561410, 511120, 511130, 611430, 711510

PSC: U009, T013

**SDVOSB** 



**Security Clearances:** DOD Secret; TS/SCI eligible

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 ${\it Registered in the State of Colorado}$ 



### **PAST PERFORMANCE**



Army Science Board
Report writing



**Universities Space Research Assn.**Essay editing, policy writing



**Lewis Palmer School District** Plan writing, strategic comm.



Rand Corporation Critical review