



LA COUNTY
LSBE

LA COUNTY
DVBE

CROWNMATRIX SOLUTIONS LLC

REMOTE PROJECT COORDINATION | DOCUMENTATION | TECHNOLOGY ADOPTION

Service-Disabled Veteran-Owned Small Business (SDVOSB)

UEI: NYR2ZYKDJJ38 | CAGE: 197B3 | Los Angeles, California

Ian Quovardis, Founder & Managing Member | 213-727-1252 | info@crownmatrix.com | crownmatrix.com

COMPANY OVERVIEW

CrownMatrix Solutions LLC provides remote project coordination, workflow support, and technical documentation for government agencies, prime contractors, infrastructure teams, and growing organizations. We keep priorities, dependencies, records, and rollout activities organized so technical specialists can focus on execution.

CORE CAPABILITIES

Project Coordination & Workflow Support: Work planning, Jira and Rally administration, priority and task tracking, schedules, milestones, requirements, risks, dependencies, action items, and written status reporting.

Technical Writing & Document Support: SOPs, process maps, user guides, knowledge bases, workflow documentation, training manuals, technical editing, and document organization.

Technology Rollout & Adoption Support: Rollout coordination, readiness tracking, onboarding documentation, user communications, training-material development, knowledge transfer, and adoption support.

Process & Workflow Improvement: Clear work requirements, task visibility, team accountability, dependency management, lessons learned, and practical process refinement.

PRINCIPAL EXPERIENCE

Ian Quovardis, MBA, CSM | Founder & Managing Member

- 13+ years supporting enterprise technology delivery, operations, stakeholder alignment, and regulated environments.
- Hands-on delivery leadership, work planning, workflow administration, software onboarding, training-material development, knowledge-base creation, and stakeholder support.
- Agile delivery improvements of approximately 10% and enterprise monitoring migration support contributing approximately \$30K in monthly operational savings.

EXPERIENCE HIGHLIGHTS

- Built software onboarding programs, training curricula, user guidance, knowledge bases, and reusable technical learning materials.
- Coordinated enterprise IAM/PAM delivery, technical stakeholders, requirements, dependencies, and operational readiness.
- Supported cloud enablement and enterprise observability initiatives by coordinating work across distributed technical teams.

WHY CROWNMATRIX

- LA County certified LSBE and DVBE; eligible for the applicable 15% bid preference
- Direct access to the principal responsible for delivery
- Uses proven Agile methods without forcing unfamiliar terminology or rigid frameworks
- Remote-first, documentation-led execution with meetings used only when they add value

COMPANY DATA

UEI: NYR2ZYKDJJ38

CAGE: 197B3

Federal: SDVOSB / VOSB

California: DVBE / SB-MB

LA County: LSBE / LSBS / DVBE

City of LA: DVBE / EBE / SBE Proprietary / SBE Los Angeles

City Expiration: July 31, 2028

SAM: Active & Verified

NAICS CODES

541512 Computer Systems Design Services (Primary)

541511 Custom Computer Programming Services

541519 Other Computer Related Services

541611 Administrative Management and General Management Consulting Services

541618 Other Management Consulting Services

561410 Document Preparation Services

KEY CREDENTIALS

- MBA; Certified ScrumMaster (CSM)
- CompTIA Security+, Network+, A+
- ITIL Foundation

POINT OF CONTACT

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Founder & Managing Member

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