

HKV Solutions is a Georgia-based Woman-Owned Small Business with over 10 years of experience in operations and support services. We deliver practical, results-driven consulting across Event Management, Digital and Media Services, Information Technology, Systems and Operations Management, and Environmental Services. Our work is simple: we come in, build what works, and make sure it lasts.

ABOUT OUR CHIEF EXECUTIVE OFFICER

Kyra K. Watson is the Founder and Chief Executive Officer of HKV Solutions, a Georgia-based Woman-Owned Small Business specializing in operational architecture, high-performance team development, and AI-driven workflow optimization.

Drawing from two decades of hands-on experience scaling operations and building remote-first teams, Watson has developed a refined methodology for identifying operational bottlenecks and architecting systems that eliminate them. Her background spans the full spectrum of business operations from individual contributor to strategic leadership giving her the sensory acuity to diagnose what's broken before it becomes catastrophic.

CERTIFICATIONS

CAGE CODE # 203Z2
UEI # G4WUYFJW2ZW7

CORE CAPABILITIES

ADMINISTRATIVE, MANAGEMENT & CONSULTING

- Administrative Management and General Management Consulting
- Systems and Operations Management
- Professional Development and Management Training
- Business Process Improvement and Workflow Automation
- Organizational Development and Change Management
- Executive Administrative and Management Services
- Document Preparation
- Office Administrative Support Services
- Program/Project Management (PMO)
- Records management
- Document Destruction

TECHNOLOGY AND DIGITAL STRATEGY

- Cloud computing, security, and infrastructure
- Human-centered and user experience (UX) design
- Machine learning
- Social media
- Content planning and governance
- Content management systems
- Content syndication
- Application development
- Enterprise architecture
- Analytics and data strategy/visualizations
- User testing (moderated and unmoderated)
- Section 508 compliance
- Interactive dashboards
- Database development

MEDIA, DESIGN & DIGITAL SERVICES

- Graphic Design Services
- Document Preparation & Publishing Services
- Public Affairs & Strategic Communications Support
- Research & Public Opinion Polling Analysis
- Direct Mail Marketing & Agency Outreach Materials

EVENT PLANNING & MANAGEMENT

- Convention & Trade Show Organization
- Event Planning with On-Site Facilities & Logistics
- Motion Picture & Video Production (A/V) Event Support
- Promotional & Entertainment Events Coordination
- Events with Catering & Food Service Coordination
- Conference Management

FACILITIES & ENVIRONMENTAL MAINTENANCE

- Grounds Maintenance & Landscaping Services
- General Maintenance & Repair Services
- HVAC, Electrical, Plumbing, Painting & Drywall Services
- Carpet & Upholstery Cleaning Services
- Pest Control & Environmental Services
- Snow Removal & Seasonal Services
- Services to Buildings & Dwellings
- Operations and Maintenance
- Janitorial Services



ADMINISTRATIVE, MANAGEMENT & CONSULTING

- Prepared key business documents, including presentations, reports, and spreadsheets for executive leadership across multiple client organizations, delivering professional-grade outputs under tight deadlines
- Developed and implemented standard operating procedures (SOPs), workflows, and process documentation to improve operational efficiency and reduce organizational bottlenecks
- Supported payroll processing administration, ensuring timely and accurate disbursements

TECHNOLOGY AND DIGITAL STRATEGY

- Led full operational migration of a publishing company onto new platform, rebuilding their intake process and streamlining backend workflows from intake through delivery
- Implemented and managed CRM and project management systems to support client operations and team coordination
- Developed and deployed digital content strategies across multiple platforms, including websites, social media, and email campaigns, to support client communication goals
- Created digital and print design materials, producing newsletters, social media content, and branded collateral, meeting client specifications

EVENT PLANNING & MANAGEMENT

- Coordinated full logistics and communications for health and wellness events, webinars, and staff training days for a medium-sized corporate workforce, collaborating with internal departments and external vendors to ensure seamless execution
- Set-Up/Tear-Down for Events
- Designed promotional flyers, internal event invitations, and executive talking points to increase participation rates and maintain brand cohesion across all organizational communications
- Tracked post-event engagement through surveys and data analysis, applying feedback to continuously improve event flow, communications strategy, and participant experience

MEDIA, DESIGN & DIGITAL SERVICES

- Coordinated full logistics and communications for health and wellness events, webinars, and staff training days for a medium-sized corporate workforce, collaborating with internal departments and external vendors to ensure seamless execution
- Served as primary point of contact between leadership and vendors for marketing materials, branded merchandise, and corporate gifts, managing vendor relationships from selection through delivery
- Designed promotional flyers, internal event invitations, and executive talking points to increase participation rates and maintain brand cohesion across all organizational communications
- Tracked post-event engagement through surveys and data analysis, applying feedback to continuously improve event flow, communications strategy, and participant experience

FACILITIES, OPERATIONS & MAINTENANCE

- Clean Carpets, Strip and Wax Floors, Mop and Clean Floors
- Grounds Maintenance & Landscaping Janitorial and Cleaning Services
- Coordinate with clients and seek properties matching client expectations
- Coordinate efforts to negotiate property sale between buyer and seller to provide desired results

NAICS CODES

ADMINISTRATIVE, MANAGEMENT & CONSULTING

541611 • 541211 • 541618 • 561110 • 541611 • 541612 • 541613 • 541618

TECHNOLOGY AND DIGITAL STRATEGY

541511 • 561422 • 541690 • 541513

MEDIA, DESIGN & DIGITAL SERVICES

512110 • 541430 • 541820 • 541890 • 561910

FACILITIES, OPERATIONS & MAINTENANCE

561730 • 561720 • 561422 • 561210 • 561622 • 561710

EVENT PLANNING & MANAGEMENT

561920 • 561910 • 512110 722320 • 812990 • 541430

