



Operational Integrator & Workflow Architect

CONTACT INFORMATION

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CORPORATE IDENTIFIERS

Legal Entity: Allen Griffy LLC
DBA: Modern Quill
UEI: E4BXHR431J56
CAGE Code: 8ZXM1
Structure: Sole Proprietor,
Small Business
Certifications: Regional
Transportation District (RTD)
Category 1 SBE

PRIMARY NAICS

541611 | 541614 | 541690
541990 | 561410 | 611430

PRODUCT SERVICE CODES

R408 | R410 | R405 | T013 | U008

OVERVIEW

Modern Quill evaluates existing operations, builds structured processes, optimizes workflows, and directly resolves roadblocks to turn organizational vision into stable outcomes. The firm integrates within existing teams to execute work, streamline communication, and ensure stable internal ownership.

CORE COMPETENCIES

- **Workflow Architecture:** Mapping operational processes and developing SOPs to establish business baselines.
- **Strategic Integration:** Aligning project teams, bridging partner gaps, and resolving critical path blocks.
- **Process Streamlining:** Simplifying workflows and communication, integrating practical AI tools.
- **Program Development:** Building internal compliance systems, commercialization roadmaps, and operational frameworks.
- **Program Management:** Facilitating milestones, delivery timelines, risk mitigation, and post-award deliverables.
- **Regulatory Research:** Navigating statutory frameworks, parsing federal data, and managing agency compliance documentation.

PAST PERFORMANCE

- **Defense Deliverables & Reporting (Sawatch Outliers Subcontract):** Key member within a defense project team to coordinate data curation and rapidly synthesize inputs into reports under contract CLIN timelines.
- **Technical Program Management & Federal Contract Execution (Key Personnel – Local Motors):** Directed the product development lifecycle, deliverables, and risk mitigation for a \$5.6M+ Marine Corps contract alongside enterprise subcontractors.
- **Program Development & Vendor Qualification (OEV / LRS LLC):** Researched FTA and eCFR frameworks to build a compliant internal DBE program, securing an approved federal transit vendor listing.
- **Workflow Architecture & Scaling (Gloo LLC):** Architected a content management department from scratch; scaled team from 1 to 8 employees and executed complete knowledge transfer for permanent ownership.

KEY DIFFERENTIATORS

- **Direct Collaboration:** Working directly alongside active project teams to implement roadmaps and dynamically adjust workflows as requirements shift.
- **Sustainable Handoffs:** Hardening processes in real-world scenarios with comprehensive training to ensure long-term internal stability.
- **Regulatory Translation:** Converting complex statutory frameworks into clear, logical project steps to protect operational momentum.