

NFINITY SERVICES LLC

Yvonne Young, Owner

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Based in Concord, NC

Capability Statement



CORE COMPETENCIES

We are Solutions Management Specialists that support your business in **administrative support, state recertification support, business development, project and event management.** We offer services to business owners, entrepreneurs and professionals.

WE SPECIALIZE IN:

- ✓ Remote Business Support
- ✓ Customer Relationship Management
- ✓ Project & Event Management
- ✓ Online Research/Data Entry
- ✓ Superior Customer Service
- ✓ Corporate Housing Inspections
- ✓ Reduce Your Workload

DIFFERENTIATORS

What makes us unique from our competitors is that we don't treat our clients like dollar signs, they are all VIP clients to us. We provide a high level of excellence that is expected from all the contractors that work with us. **Our mission is to save our clients time and money, by handling their time-consuming projects in a quick and efficient manner so they can focus on their business.**

COMPANY DATA

CERTIFICATIONS:

- DBE/ACDBE
(NC/SC/GA/AL/TN/VA)
- SBE • MWBE • HUB

NAICS: 541611, 541613,
561110, 561410

- Charlotte Business Inclusion
- Cabarrus/Mecklenburg County Vendor
- Cabarrus County Chamber Member

PAST PERFORMANCES

MR. CARLOS DAVIS, CHARLOTE, NC

2013 - PRESENT

Stand & Deliver Communications

Perform event management duties for his company and have been doing that for the past 6 years. In that time his events have grown three fold.

MS. BRANDI FOX, CHARLOTE, NC

2016 - PRESENT

Pamper Us Mobile Massage Service

Manage her business remotely and represent her at networking events when she is at other jobs or another event. I am the POC for all her contractors and clients.

MR. JEFFREY GREEN, CHARLOTE, NC

2018 - PRESENT

Collaborative Ventures

Provide virtual administrative support for this group of entrepreneurs. I organize the meetings, book presenters, and attend to make sure everything is running smoothly. I am an integral part of the Administrative Team.

MR. JOHNATHAN STRAYHORN, CHARLOTE, NC

2018 - PRESENT

Media Arts Collective

Manage his business, create contracts, book appointments and travel with him on assignment for administrative support. I manage all appointments for him and his other photographers, and I am the POC with all of his clients.

MR. GREG JOHNSON, CHARLOTE, NC

2018 - PRESENT

Orbital Socket

Provide administrative support to his organization remotely by managing his appointments, scheduling meetings and being the POC when his clients need to schedule appointments with him.