

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:

- ✓ Operational Cost Management
- ✓ Remote Business Support
- ✓ Help Increase Your Business Growth
- ✓ Help Reduce Your Workload
- ✓ Online Research/Data Entry
- ✓ Superior Customer Service
- ✓ Maintain Your Relationships
- ✓ Project & Event Management
- ✓ Answer Customer Inquiries (calls/emails)

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 me. We provide a high level of excellence that I expect from all the contractors that work with me. **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/GA/AL/TN), SBE, HUB
Charlotte Business Inclusion | Cabarrus/Mecklenburg County Vendor
NAICS: 541611, 561110, 561410

CONTACT INFO

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PAST PERFORMANCES

MR. CARLOS DAVIS

Stand & Deliver Communications

I 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

Pamper Us Mobile Massage Service

I 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

Collaborative Ventures

I am the 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

Media Arts Collective LLC

I 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

Orbital Socket

I 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.

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