



Core Competencies

- Comprehensive Administrative Support
- Data Entry and Management
- Document Preparation
- Customer Service
- Bookkeeping
- Social Media Management
- Market Research
- Special Project Management Support

Company Data

- UEI: EJUWPKSY8LN4
- CAGE: 01N30
- NAICS: 561110, 561410, 561499
- PSC: R699, R607
- UNSPSC: 80000000, 80161500, 80161501, 80161503, 80161504
- Ohio Certifications: EDGE, MBE, WBE

Contact

Owner: Sonya Harris

330-333-2140

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www.mvprof-adminservices.com

Youngstown, OH 44502

Company Narrative

Mahoning Valley Professional Administrative Services, (MVPAS) LLC provides top-notch virtual administrative support to businesses in the United States. Our mission is to enhance business productivity and efficiency by delivering reliable and professional administrative services.

Past Performance

Just-in-Time Jobs, LLC

468 W. Hylda Avenue

Youngstown, OH 44511

330-787-4605

April 1, 2023 - December 31, 2023

CONTACT PERSON: Andrea Mahone Blackmon

SUPPLIED: Administrative Services

Andrea Mahone Foundation

468 W. Hylda Avenue

Youngstown, OH 44511

330-787-4605

CONTACT PERSON: Andrea Mahone Blackmon

SUPPLIED: Administrative Services

Differentiators

- Experience and expertise: Over 20 years of experience working in office settings and other industries.
- Technology Proficiency: Proficiency in using the latest administrative tools and software (ex: MicroSoft Office, Google Workspace, CRM systems)
- Easily customizable services for each client.
- Strong commitment to confidentiality and security.
- Sense of Urgency: Highly focused on timely and accurate results.