

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.**

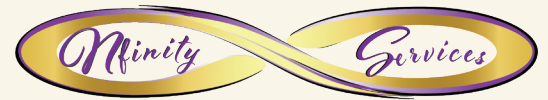
COMPANY DATA

CERTIFICATIONS:

- DBE (NC/SC/GA/AL/TN/VA/FL/LA)
- ACDBE (NC/VA)
- SBE • MWBE • HUB • SPSF
- Cabarrus/Mecklenburg County Vendor
- Cabarrus County Chamber Member

NAICS: 541611, 541613, 561110, 561410

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PAST PERFORMANCES

FOXXSTEM, WASHINGTON, DC

AUG 2022 - PRESENT

Pepco Capital Grid Project

Provide administrative support to the Project Manager on the Pepco Capital Grid Project. Produce weekly observation reports and monthly progress reports, attend meetings on behalf of the Project Manager.

MR. CARLOS DAVIS, CHARLOTTE, NC

2013 - PRESENT

Stand & Deliver Communications

Perform event/project management duties for his company, such as registering participants and being the POC for vendors and sponsors. Manage his networking events and ensure guests make the connections they want or connect them with Mr. Davis for one-on-one conversations, mentoring or brainstorming sessions.

MR. JEFFREY GREEN, CHARLOTTE, NC

2018 - PRESENT

Collaborative Ventures

Provide virtual administrative and operations support for this group of entrepreneurs and small business owners. Manage the groups monthly meetings, book presenters and participate in the special projects within the group. Also an integral part of the Administrative Team.

MR. JOHNATHAN STRAYHORN, CHARLOTTE, 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 C. WASHINGTON, CLAYMONT, DE

2020 - PRESENT

TFP Tax Center, Guards Down, House of Man

Provide virtual administrative support for these different businesses. I am the contact liaison between the employees, clients and Mr. Washington. I assist with managing his multiple endeavors while he focuses on growing his businesses.