

Pinnacle is a company with over 25 years of executive-level experience. It is a certified Notary and Loan Signing Agent, specializing in workflow optimization, virtual office management, and nonprofit governance.

## CORE CAPABILITIES

- ▲ **Administrative Support**  
Scheduling, data entry, records management, and virtual coordination.
- ▲ **Notary & Loan Signing**  
Mobile/remote notarization (RON), document execution, and compliance verification.
- ▲ **Document Preparation**  
Business filings, contracts, nonprofit documentation, and affidavits.
- ▲ **Paralegal Support**  
Legal correspondence, compliance tracking, and research assistance.

## DIFFERENTIATORS

- **Tailored administrative** and compliance solutions
- Executive-led team with **corporate and nonprofit expertise**
- **Cost-effective alternative** to full-time staff
- **Flexible delivery: Virtual or On-Site**
- **Speed, accuracy, and confidentiality** in every engagement

## SPECIAL TOOLS

- Microsoft Office
- Adobe Acrobat
- Google Workspace
- Trello | Asana
- DocuSign
- Secure RON Platform

## INDUSTRIES SERVED



LEGAL & PROFESSIONAL  
SERVICES



NONPROFIT & FAITH-  
BASED ORGANIZATIONS



REAL ESTATE &  
FINANCIAL SERVICES



SMALL BUSINESS &  
ENTREPRENEURIAL  
ENTERPRISES

## PAST PERFORMANCE

### **Word of Life Family Worship Center:**

Managed administrative and compliance documentation.

### **Women of Divine Design:**

Prepared 501(c)(3) filings, bylaws, and nonprofit setup.

### **Private Clients:**

Provided ongoing business compliance and document support.

## RELEVANT QUALIFICATIONS

- **MSc Management - University of Huddersfield**
- **State of Tennessee Notary Public Commission**
- **Remote Online Notarization (RON)**
- **Certified Loan Signing Agent - National Notary Association (NNA)**
- **Legal Administration Certification**
- **Business Consultant - IAP Career College**
- **Google Project Management Professional Non-Profit Business Owner**

## BUSINESS CERTIFICATIONS



## POINT OF CONTACT

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