



PINNACLE
VIRTUAL SERVICES

CAPABILITY STATEMENT

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
- Google Workspace
- DocuSign
- Adobe Acrobat
- Trello | Asana
- 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 AI & Nonprofit Consultant
- 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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