



CONTACT INFORMATION

Apex Virtual Solutions LLC
www.apexassisting.com

UEI: HJXYMG4FNW78
CAGE CODE: 9EP96

Contact: Trena V. Stubbs
Phone: 678-481-1737
Email: tstubbs@apexassisting.com
Address: 2020 Howell Mill Rd NW
D129, Atlanta, Georgia 30318

NAICS CODES

- 561330
Professional Employer Organizations
- 541643
Marketing Consulting Services
- 561110
Office Administrative Services
- 541430
Graphic Design Services
- 541490
Other Specialized Design Services
- 541512
Computer Systems Design Services
- 611420
Computer Training
- 541910
Marketing Research And Public
Opinion Polling
- 541810
Advertising Agencies
- 611430
Professional And Management
Development Training

CAPABILITY STATEMENT

Apex Virtual Solutions is an Atlanta, Georgia-based agency created in 2007 to be impactful and intentional through the services we provide to expand reach, increase awareness, and cause positive change.

CORE COMPETENCIES

We help organizations develop/build their teams, tell their stories, expand their reach, and grow their communities. Our areas of expertise include:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Digital Marketing • Staffing Solutions • Workshop Design & Facilitation • Research and Analysis | <ul style="list-style-type: none"> • Website Development • Creative Design • Administrative Support • Meeting Facilitation • Strategic Planning |
|--|--|

PAST PERFORMANCE

- Developed and executed marketing campaigns resulting in a 30% average increase in brand awareness
- Delivered leadership development programs resulting in a 95% satisfaction rate among participants
- Increased online visibility through website design, SEO, and digital marketing
- Placed 100s of clients with virtual executive support

DEFFERENTIATORS

- 16+ years of experience in marketing, creative design, administrative staffing support, and strategic planning
- Ability to pivot quickly in response to changing market conditions or client needs
- Focus on cultivating a culture of creativity, collaboration, and innovation that fosters long-term client success
- 97% client satisfaction
- Certifications in Strategic Planning, Leadership Coaching, Brainstorming, Branding, DEI, and Marketing

FEATURED CLIENTS

