

It's Worth Editing & Administrative Services

IT'S WORTH EDITING & ADMINISTRATIVE SERVICES

Precision • Professionalism • Performance

Professional administrative support, technical writing, document management, and AI-powered business solutions for government agencies, nonprofit organizations, educational institutions, and corporate clients.

OUR CORE COMPETENCIES



ADMINISTRATIVE SUPPORT

- Executive Administrative Assistance
- Office Management
- Meeting Coordination
- Calendar & Project Coordination
- Records Management
- Data Entry & Reporting



PROFESSIONAL WRITING

- Technical Writing
- Grant Writing
- Proposal Development
- Policy & Procedure Manuals
- Standard Operating Procedures (SOPs)
- Business Communications



DOCUMENT SERVICES

- Editing & Proofreading
- Document Formatting
- Quality Assurance Reviews
- Compliance Documentation
- Presentation Design
- Report Development



TRAINING & WORKFORCE DEVELOPMENT

- Curriculum Development
- Staff Training
- Professional Development
- Microsoft Copilot Training
- AI Productivity Workshops
- ChatGPT Integration



AI-POWERED BUSINESS SOLUTIONS

- AI-Assisted Document Review
- Executive Report Generation
- Intelligent Content Summarization
- ChatGPT Business Integration
- Prompt Engineering
- AI Workflow Development
- AI Productivity Consulting
- Microsoft Copilot Training

PAST PERFORMANCE



MICHIGAN DEPARTMENT OF LABOR

Provided document editing, policy review, and workforce training materials.



WAYNE COUNTY COMMUNITY COLLEGE DISTRICT

Provided grant writing, curriculum development, and Title III documentation.



SMALL BUSINESS ADMINISTRATION OUTREACH

Provided administrative support, document preparation, AI workshops, and technical assistance for entrepreneurs.

Additional references available upon request.

NAICS CODES

CODE	DESCRIPTION
561110	Office Administrative Services
561410	Document Preparation Services
561499	All Other Business Support Services
541990	Professional & Technical Services
519130	Internet Publishing & Web Support
611430	Professional & Management Training

CERTIFICATION



Woman-Owned Small Business (WOSB)

WHY CHOOSE US?

- ✓ Woman-Owned Small Business
- ✓ Personalized Client Service
- ✓ Fast Turnaround
- ✓ Government & Corporate Experience
- ✓ AI-Enhanced Administrative Solutions
- ✓ Grant & Proposal Expertise
- ✓ Exceptional Attention to Detail
- ✓ Flexible Contract Support
- ✓ Relationship-Focused Service

INDUSTRIES WE SERVE

- Government Agencies
- Educational Institutions
- Nonprofit Organizations
- Healthcare
- Small Businesses
- Professional Services
- Corporate Organizations



READY TO PARTNER WITH US?

Whether you need administrative support, proposal development, AI solutions, or professional document services, we're ready to help your organization succeed.

CONTACT US

- info@itsworthediting.com
- www.itsworthediting.com
- Washington, Michigan



SCAN TO VISIT OUR WEBSITE



DOWNLOAD OUR FULL CAPABILITY STATEMENT (PDF)

Learn more about our capabilities, experience, and how we can support your mission.