It's Worth Editing & Administrative Services

You need services, we provide them.

CAPABILITY STATEMENT

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
- 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

AI-POWERED BUSINESS SOLUTIONS

- AI-Assisted Document Review
- Intelligent Content Summarization
- ChatGPT Business Integration
- AI Workflow Development
- Microsoft Copilot Training

WHY CHOOSE US?

- Woman-Owned Small Business
- Personalized Client Service
- Fast Turnaround
- Government & Corporate Experience
- AI-Enhanced Administrative Solutions
- 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

PAST PERFORMANCE

MICHIGAN DEPARTMENT OF LABOR

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

SMALL BUSINESS ADMINISTRATION OUTREACH

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

Additional references available upon request.

NAICS CODES

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

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

itsworthediting@outlook.com
www.itsworthediting.com
Washington, Michigan

SCAN TO VISIT