

Company Overview

The Alexis | Windham Group customizes targeted administrative, financial, and event support solutions to advance your organization to the next level. Our staff are certified and dedicated, prices are highly competitive, and our passion for business success is evident in decades of high quality services.

Competencies

ADMINISTRATIVE SUPPORT Providing highly efficient administrative support through comprehensive or a la carte services designed to help your organization thrive. Our offerings include nonprofit and association management, data management, correspondence and newsletter design and production, membership management, reception and email inbox management, as well as calendar and scheduling support.

EVENT & MEETING MANAGEMENT Meticulously managing all aspects of event strategy, design, marketing, and execution. This may include vendor management, markets, registration, budgeting, sponsorship, entertainment, A/V services, travel management and onsite coordination.

FINANCIAL MANAGEMENT Providing bookkeeping services, paying vendor invoices, maintain financial records, producing financial reports, and maintain compliance.

Differentiators

- Decades of experience providing high quality services, with lifelong clients and rave reviews.
- A to Z support services that understand your goals to provide targeted support and real results.
- Women- and minority-owned small business with a passion for administration and events.

DUNS

780400714

CAGE CODE

4FJZ8

NAICS Codes

541611 Administrative & General Management

561110 Office Administrative Services

561920 Convention & Trade Show Organizers

541200 Bookkeeping & Payroll Management

541613 Marketing Consulting Services

Key Clients

