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# CREATIVE PORTFOLIO





# PROGRAM OFFERINGS CATALOG



**4C's, LLC**  
CARPENTRY, CERTIFIED  
CONSTRUCTION, CO.



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Andrea Patrice K  
AND  
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[info@4CsLLC.com](mailto:info@4CsLLC.com)

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- Quickbooks Training and Support

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**\$3**  
Wash. and

PLEASE NOTE: ADDITIONAL SERVICES WILL BE CHARGED.  
WWW.ONTHEMOVEBB.COM

**Truth in Motion.**

Check out Vonnie's first interview of many when she was featured on Coffee and Conversations with LaKisha!

LET'S WORK TOGETHER

ABOUT US OUR SERVICES GALLERY IN-SALON APPOINTMENTS MOBILE APPOINTMENTS



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Sheila Arrington Ministries  
You are Purposely Designed

Home About Us Blog Events Products

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MINISTRIES

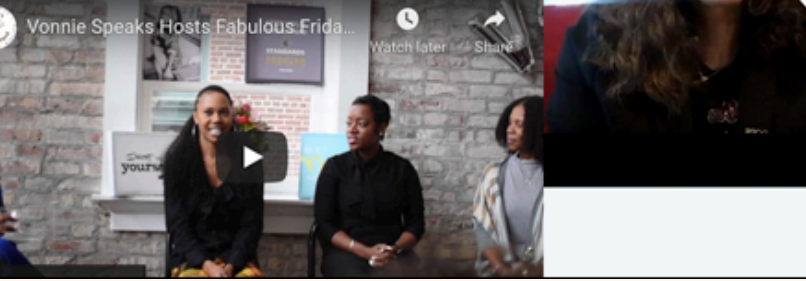
## God Has Distinctive Purpose For You!

Blogger, Writer, Speaker, and Teacher  
God's Word

Where Your  
Natural Beauty  
is Free to

Vonnie Speaks Hosts Fabulous Frida...

Watch later Share





# WHAT'S INCLUDED



INTRODUCTION

LOGOS

WEBSITES

BRAND DEVELOPMENT

BANNERS

BILLBOARDS

BROCHURES

CATALOGS

INFORMATIONAL DOCUMENTS

PROMOTIONAL MATERIAL

INVITATIONS

POSTERS, FLYERS, POSTCARDS, BOOK COVERS

BUSINESS CARDS

E-NEWSLETTERS AND BLOGS

SOCIAL MEDIA CONTENT



# OUR TEAM IS YOUR TEAM BEHIND THE SCENES

**BUSINESS DEVELOPMENT** . **GRAPHIC DESIGN** . **WEBSITE DESIGN**

## COMPANY INFORMATION

Founded: 2016

## TEAM EXPERIENCE

- Master of Business Administration | Arts and Teaching
- Bachelor of Business Administration and Mathematics
- Marketing - Retail Systems Management Degree
- 22+ years in marketing, business, graphic design, business coaching, and sales Industry
- Skilled workshop trainers and facilitators
- Skilled in professional administrative services
- Certified Personal and Executive Coach
- 15+ years experience in classroom education, instructional design, and curriculum development

## SERVICES OFFERED

- Graphic Design
- Program Development and Management
- Business Development and Marketing Consulting
- Website Design and Maintenance
- Premier Design and Business Administrative Concierge Services
- Business Coaching
- Speaker and Facilitator Services

## LOCATIONS SERVED

We serve clients in our home-base of Virginia plus all 50 States (USA). Pictured are areas we have served clients in the past and present.





# OUR TEAM IS YOUR TEAM BEHIND THE SCENES

**BUSINESS DEVELOPMENT** . **GRAPHIC DESIGN** . **WEBSITE DESIGN**

We offer many a la carte business and organization development services.

With our Premier Concierge 2.0 service, you gain access to a flexible, flat-rate monthly plan offering hourly credits that can be applied to services such as business consulting, graphic design, website maintenance and administrative support. Think of it as having a skilled team behind you ready to manage essential tasks and systems so you can focus on what matters most: growing your organization.

We tailor our support to match your specific needs.

In addition to business development, graphic and website design projects, we have completed:

- Pitch Decks
- Event Planning
- Administrative Tasks
- Workshop Training and Facilitation
- Program and Curriculum Development
- Resume, Capability Statement, and Business Document Review
- and More!





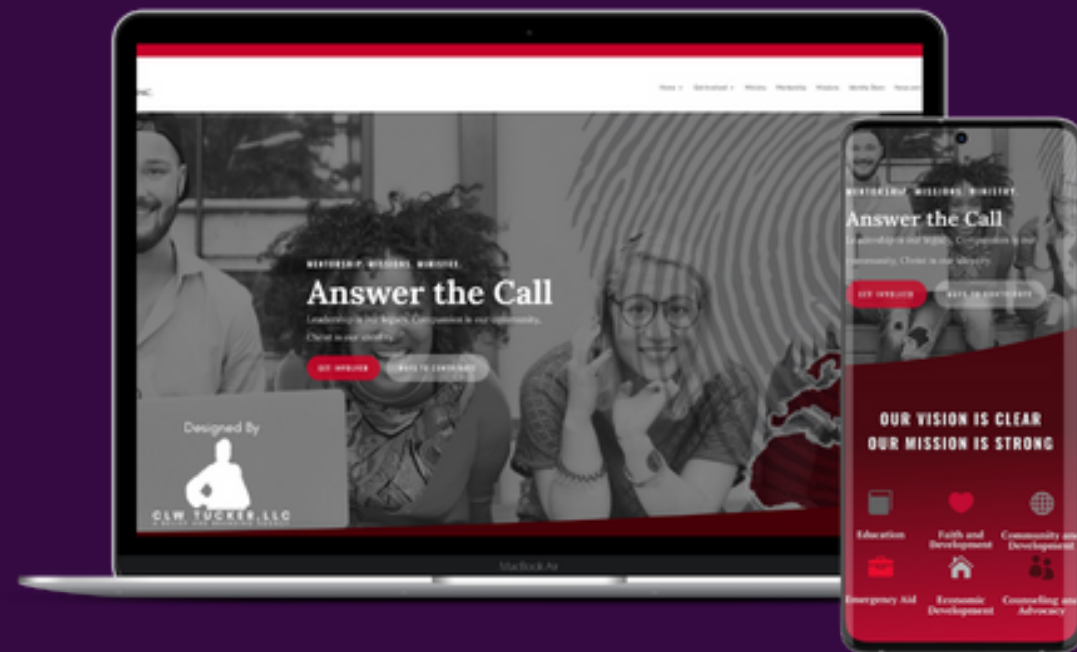
# LOGOS

## GUIDANCE





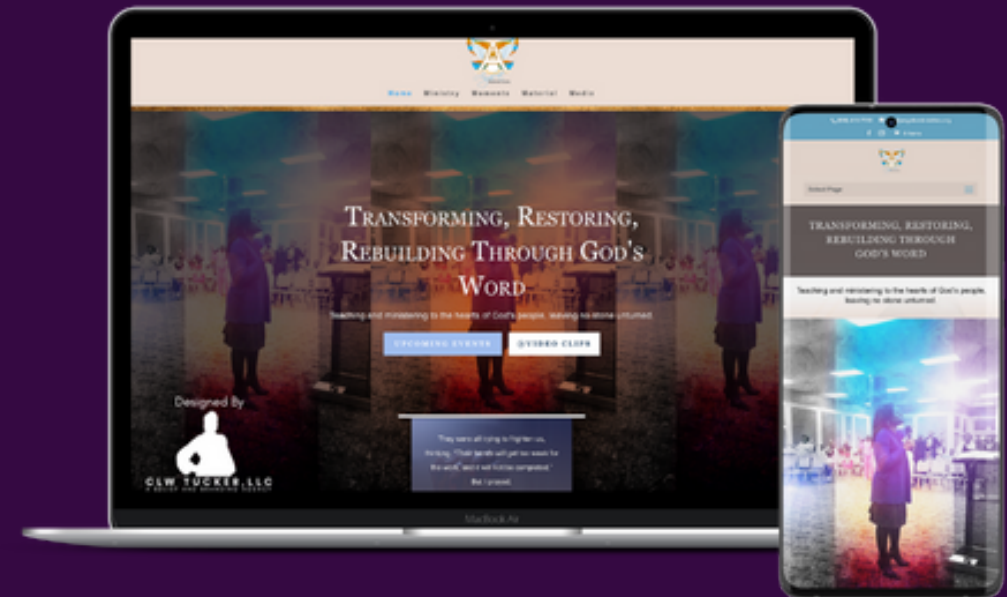
# WEBSITE DESIGN



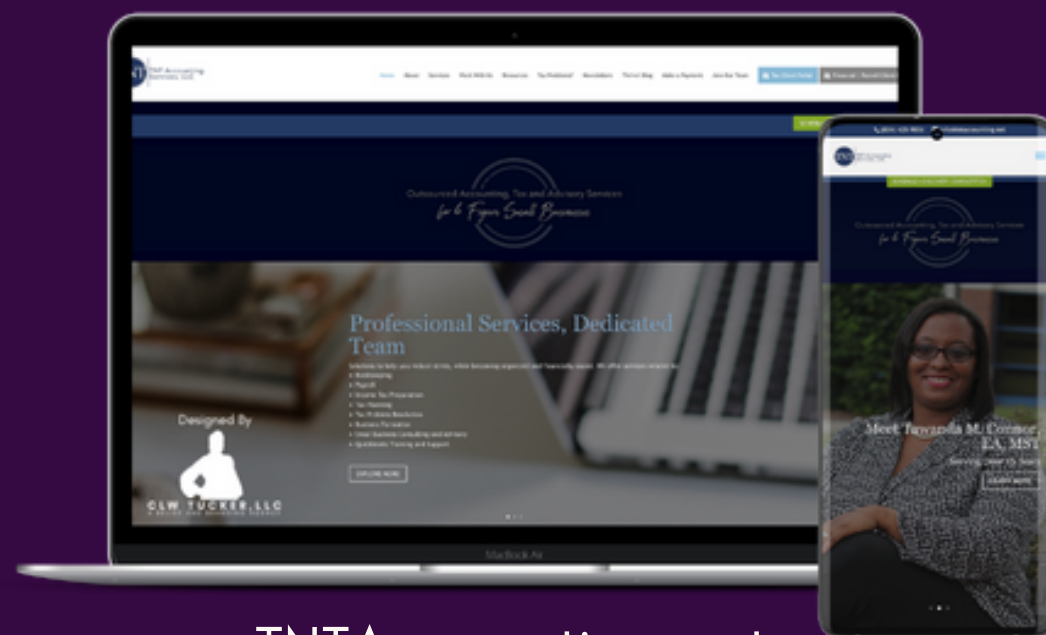
[LiveCM.org](http://LiveCM.org)



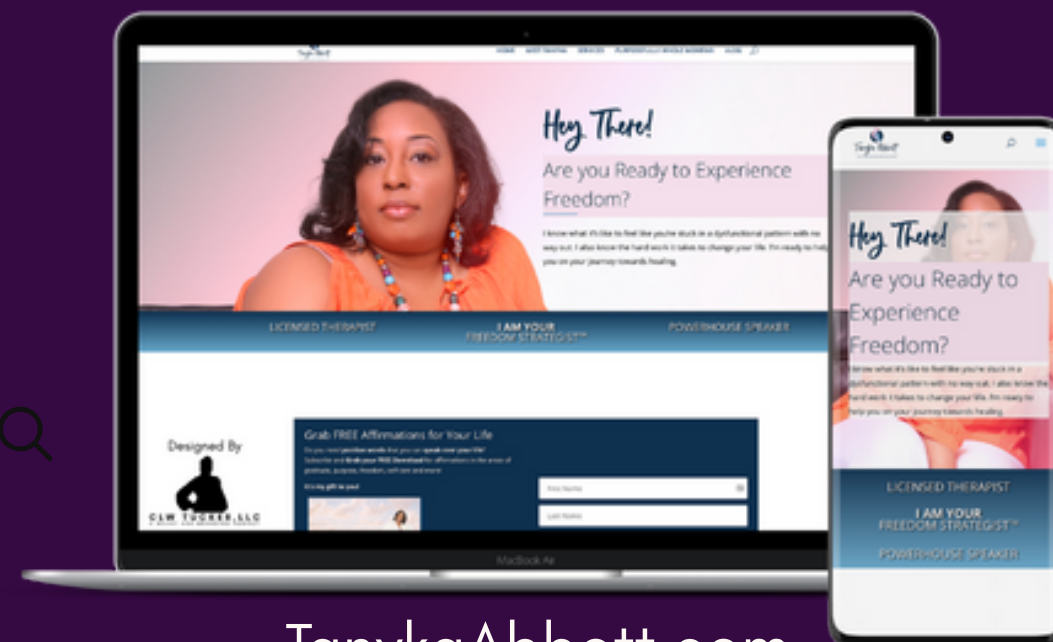
[5CSBuildingTrade.com](http://5CSBuildingTrade.com)



[AngelEMinistries.org](http://AngelEMinistries.org)



[TNTAccounting.net](http://TNTAccounting.net)



[TanykaAbbott.com](http://TanykaAbbott.com)



[ShaylonWare.com](http://ShaylonWare.com)



# BRAND DEVELOPMENT



LOGO  
BRAND – MOOD BOARD  
BUSINESS CARDS  
BROCHURE  
LETTERHEAD  
WEBSITE



# BRAND DEVELOPMENT



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BUSINESS CARDS  
BROCHURE  
LETTERHEAD  
ENVELOPES  
FLYERS – ONE SHEETS  
WEBSITE



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# BILLBOARDS



# BROCHURES

## ESSENTIALS PLUS PACKAGE

**Who It's For:**  
Designed for growing businesses that require more than just the basics. This package is perfect for clients who need additional insights and tools to manage their finances more effectively as they scale.

**Includes:**

- Everything in Essentials
- Quarterly Financial Review: In-depth analysis of your financials every quarter to identify trends, opportunities, and areas for improvement.
- Bookkeeping Support: Regular bookkeeping services to keep your accounts accurate and up-to-date.
- Tax Planning Sessions: Proactive tax planning to minimize liabilities and maximize savings.

**Why Choose This Package:**  
If your business is expanding and you need more strategic support, the Essentials Plus Package offers enhanced services to help you manage growth effectively.

## HOW YOU BENEFIT FROM OUR SERVICE

At TNT Accounting Services, LLC, we work as a partner in your business to help you increase revenue and develop ways to reduce costs and maximize profits. This allows you to concentrate on your gifts, talents and abilities and pursue higher heights within your company. We serve as your financial management solution and offer support and accountability to help you reach your desired goals, by implementing tax laws and strategies to save you money. We go the extra mile to help business owners resolve tax issues for a greater peace of mind.

## CONTACT

**(804) 425-9856**  
10310 Memory Lane Suite 2E,  
Chesterfield, VA 23832  
[info@tntaccounting.net](mailto:info@tntaccounting.net)  
[www.tntaccounting.net](http://www.tntaccounting.net)

## MONTHLY SERVICE PACKAGES

**TNT** TNT Accounting Services, LLC

If you're focused on scaling your business and want comprehensive financial oversight, the Thrive Package offers the tools and support you need to succeed.

## PROFIT KEEPER PACKAGE

**Who It's For:**  
This package is tailored for small business owners and entrepreneurs who need essential financial and tax support without the complexity. Ideal for those who want to stay compliant and maintain a clear financial picture without getting overwhelmed.

**Includes:**

- Dedicated Account Manager: Your go-to expert for all things accounting, providing personalized service and support.
- Annual Tax Prep & Filing (Business and Personal): Comprehensive preparation and filing of your business and personal tax returns, ensuring accuracy and compliance.
- Basic Financial Review: Regular check-ins to review your financial health and address any immediate concerns.

**Why Choose This Package:**  
If you're looking for straightforward, reliable accounting support to keep your business finances on track, the Essentials Package provides the foundational services you need.

## WEST END CHRISTIAN SCHOOL, INC.

[www.wecs-hopewell.com](http://www.wecs-hopewell.com)

- GIFTED, QUALIFIED STAFF
- SMALL CLASSES
- VARIED INSTRUCTION

**ADMISSIONS**  
For the parent and student seeking an exceptional educational opportunity in a Christian environment, West End Christian School will be more than a reasonable choice. It is an opportunity vastly different from many Pre-K-12th grade experiences. Our consistently low teacher to student ratio ensures that each student will receive the time to learn and excel to the best of his or her highest potential.

We believe that starting school should be a positive, happy experience. All children have the right to a smooth transition into each stage of their school life.

If you would like to visit and take a tour of our school or nursery, please contact the office to make an appointment.

## WHY CHOOSE WEST END CHRISTIAN

Every student at West End Christian School has value and is important to us. We focus on providing an environment that is safe and secure. Life in the classroom, gymnasium, cafeteria and library is enhanced by the details we constantly evaluate for future improvements. Secure doors and windows, locked access and constant monitoring help us meet the expectation that our students are safe and well-protected from outside intrusion.

**COMMITTED TO DEVELOPING STUDENTS FOR LIFE: SPIRITUALLY, ACADEMICALLY, EMOTIONALLY AND PHYSICALLY**

## OUR CURRICULUM

The school curriculum comprises of high standards that meet the demands of today's world. We prepare students for higher education and the workforce. At West End Christian School, we provide a broad, balanced, enriched and challenging curriculum, which is taught in ways appropriate to pupils' ages and abilities. The planning by teachers takes account of Government requirements and the school's policies and schemes of work.

We focus on working as a community to create a strong curriculum and and support student learning. We recognize that education is a partnership with children, parents, staff and relevant external agencies, working closely together to ensure optimum benefits for all.

## EDUCATING STUDENTS FOR THE KINGDOM OF GOD

- GIFTED, QUALIFIED STAFF
- SMALL CLASSES
- VARIED INSTRUCTION



**WEST END CHRISTIAN SCHOOL, INC.**  
[www.wecs-hopewell.com](http://www.wecs-hopewell.com)



# CATALOGS



## PROGRAM OFFERINGS CATALOG



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[info@4CsLLC.com](mailto:info@4CsLLC.com)  
[www.5Csbuildingtrade.com](http://www.5Csbuildingtrade.com)  
[info@5Csbuildingtrade.com](mailto:info@5Csbuildingtrade.com)

## OUR PARTNERS

### PARTNER SPOTLIGHT

4C's and 5C's is proud to partner with individuals and organizations that are committed to excellence and help to bring our community-centered vision to life.



- National Center for Construction Education & Research (NCCER)
- Associated Builders and Contractors
- Metropolitan Business League
- City of Richmond Office of Community Wealth Building
- CLW Tucker, LLC | A Belief and Branding Agency
- J&G Consulting
- Capital Region Workforce Partnership
- Stokes Marketing
- Community College Workforce Alliance (CCWA) with John Tyler Community College and J. Sargeant Reynolds Community College
- National Resource Center/ West Virginia University/ OSHA

In addition, 4C's, LLC is proud to be an accredited business with the Better Business Bureau.



PAGE | 5

## WHAT WE OFFER

### NEW BEGINNINGS START HERE

PROGRAM NAME	PROGRAM OVERVIEW	PROGRAM LENGTH	CLASS SIZE	4C'S TOTAL OR PROGRAM 5C'S COST
<b>OSHA 10 HOURS (CONSTRUCTION AND GENERAL INDUSTRY)</b>	The OSHA 10 Hours Construction Industry Training Program is designed to provide an entry-level general awareness of a construction worker and focuses on teaching students how to recognize and prevent hazards on a construction work site.  Mandatory 7 - hours A. Introduction to OSHA B. OSHA Focus Four Hazards C. Personal Protective and Lifesaving Equipment D. Health Hazard in Construction  Elective 3 - hours A. Tools Hand and Power B. Scaffolds C. Stairways and Ladders D. Materials Handling, Storage, Use and Disposal	10 Hours	3-12	4C's \$150 5C's
<b>OSHA 30 HOURS (CONSTRUCTION AND GENERAL INDUSTRY)</b>	The OSHA 30 Hour Construction Industry Training Program is a comprehensive safety training created for individuals who desire a higher level of safety training within the construction industry. This course was specifically developed for safety directors, foremen, and field supervisors. The program offers complete information on OSHA compliance issues.  Mandatory 7 - hours A. Introduction to OSHA B. Managing Safety and Health C. OSHA Focus Four Hazards D. Personal Protective and Lifesaving Equipment E. Health Hazards in Construction F. Stairway and Ladder  Elective 12 - hours A. Concrete and Masonry Construction B. Confined Space Entry C. Cranes, Derricks, Hoists, Elevators, and Conveyors D. Ergonomics E. Excavations F. Fire Protection and Prevention G. Materials Handling, Storage, Use and Disposal H. Tool, Hand and Power I. Scaffolds J. Steel Erection K. Safety and Health Program	4 Weeks 30 Hours	3-12	4C's \$600 5C's
<b>NCCER CERTIFICATION</b>	The NCCER Certification program enables students to meet today's labor demands. The program prepares students with courses that range from basic safety, hand and power tools, introduction to construction drawings and more. After the completion of the course, learners will earn an NCCER certificate and have the necessary skills to gain employment in the field of construction.  00101-09 Basic Safety 00102-09 Introduction Construction Math 00103-09 Introduction to Hand Tools 00104-09 Introduction to Power Tools 00105-09 Introduction to Construction Drawings 00106-09 Basic Rigging 00107-09 Basic Communication Skills 00108-09 Basic Employability Skills 00109-09 Introduction to Materials Handling	12 Weeks 70 Hours	3-12	4C's \$950

PAGE | 8

## WHAT'S NEXT?

### GET STARTED, ENROLL TODAY!

**Enrolling is easy. Take your first step in creating the future you deserve.**

Complete our student inquiry form online ([www.4Csllc.com/admissions](http://www.4Csllc.com/admissions) or [www.5Csbuildingtrade.com/enroll](http://www.5Csbuildingtrade.com/enroll)) or below and we'll send you an enrollment package.

Are you applying for a program with 4C's, LLC or 5C's Development Program?

Are you a first time student? YES NO

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Birth Date \_\_\_\_\_

Gender FEMALE MALE

What is your ethnicity? \_\_\_\_\_ AMERICAN INDIAN OR ALASKAN \_\_\_\_\_ NATIVE ASIAN  
\_\_\_\_\_ BLACK OR AFRICAN AMERICAN \_\_\_\_\_ CAUCASIAN  
\_\_\_\_\_ HISPANIC OR LATINO \_\_\_\_\_ NOT HISPANIC OR LATINO  
\_\_\_\_\_ NATIVE HAWAIIAN AND OTHER PACIFIC ISLANDER

Are you a Virginia Resident? YES NO US Citizen? YES NO

If No to US Citizen, Nation of Birth? \_\_\_\_\_ Nation of Citizenship? \_\_\_\_\_

Visa Type? \_\_\_\_\_ Permanent Resident? YES NO

I have a \_\_\_\_\_ Post-Secondary/College Degree \_\_\_\_\_ High School Diploma

\_\_\_\_\_ GED \_\_\_\_\_ I do not have a Diploma or GED

\_\_\_\_\_ I'm currently pursuing my GED

If you are a high school graduate, please provide the name of your high school.

Have you had any former vocational training? YES NO

What is your planned course of study? \_\_\_\_\_ OSHA 10 GENERAL \_\_\_\_\_ OSHA 10 CONSTRUCTION

\_\_\_\_\_ OSHA 30 GENERAL \_\_\_\_\_ OSHA 30 CONSTRUCTION \_\_\_\_\_ NCCER CERTIFICATION

\_\_\_\_\_ WORKPLACE READINESS \_\_\_\_\_ SCAFFOLDING

\_\_\_\_\_ CONSTRUCTION MANAGEMENT

\_\_\_\_\_ CARPENTRY FUNDAMENTALS LEVEL ONE

\_\_\_\_\_ CARPENTRY, OSHA, WORKPLACE READINESS

**Mail Your Completed Form to:**  
4C's, LLC/5C's Development Program  
Office of Admissions  
P.O. BOX 74611,  
North Chesterfield, VA 23236



# INFORMATIONAL DOCUMENTS AND PROCEDURES



The cover features a collage of images: a woman's face, a close-up of a medical procedure, and a woman measuring her waist. The text is in a mix of serif and sans-serif fonts.

*APlus Lifestyle*  
WELLNESS & MED SPA, PLLC

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OPERATING  
PROCEDURE**

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DIAMOND DISTRICT PROJECT  
RICHMOND, VIRGINIA

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Central Virginia African American  
Chamber of Commerce



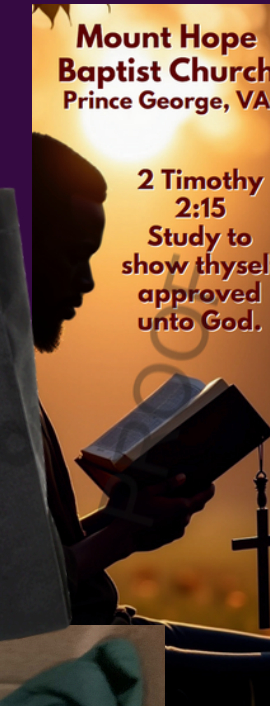
OFFICE OF  
MINORITY  
BUSINESS  
DEVELOPMENT



**CLW TUCKER, LLC**  
A BELIEF AND BRANDING AGENCY



# PROMOTIONAL MATERIAL



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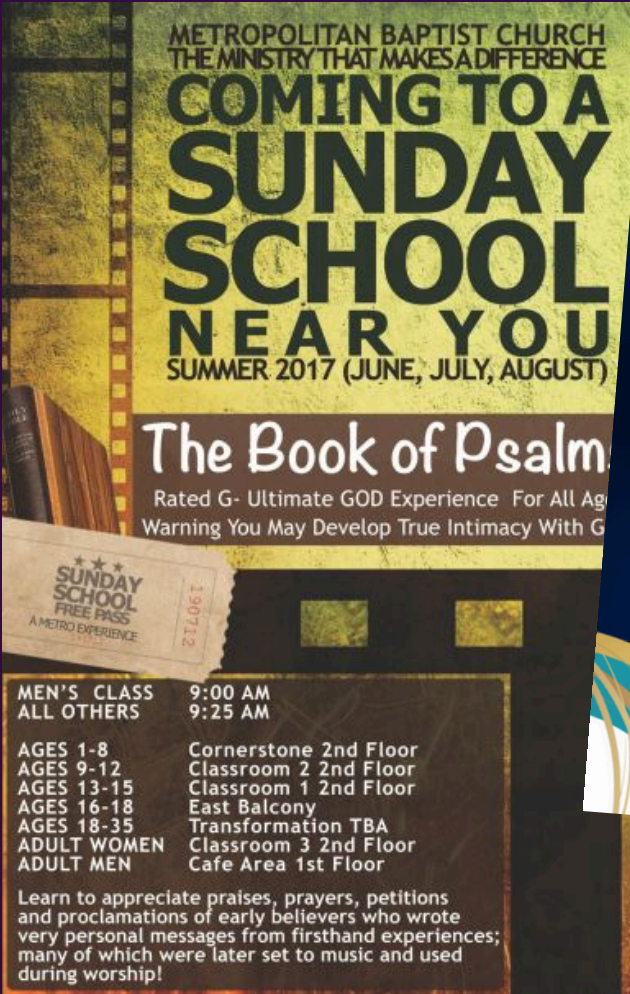
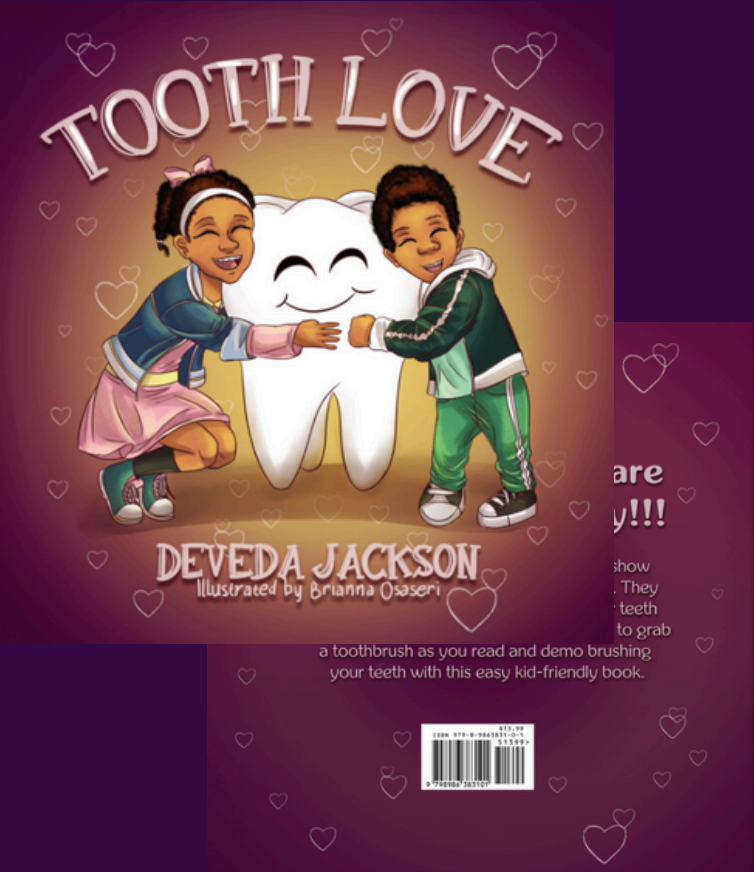
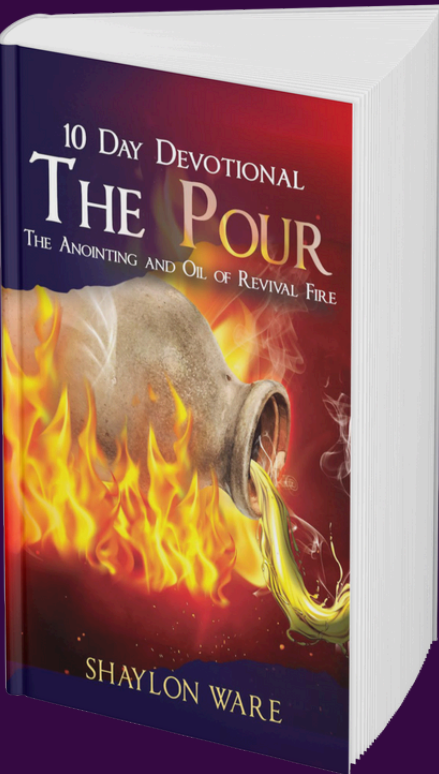


# INVITATIONS





# POSTERS FLYERS POSTCARDS BOOK COVERS





# BUSINESS CARDS



📍 1501 Bellwood Road  
Richmond, VA 23237



Tawanda M. Connor, EA, MST  
ACCOUNTANT & ENROLLED AGENT







### Quarter 1 Highlights



#### 1. Virtual Leadership Class – Successfully Completed

Our virtual leadership class wrapped up with incredible engagement and impact. Thank you to all the participants who committed to growing as purpose-driven leaders.

#### 2. Black-Owned NWA Expo

We were proud to participate in this year's Black-Owned Northwest Arkansas Black Expo — building connections, elevating voices, and highlighting the power of inclusive leadership.

#### 3. Dress for Success NWA: "Success Stories Brunch"

Tina served as a Table Leader during this inspiring event, celebrating resilience and empowering women through career readiness.

#### 4. VC Women Achieve – Panel Discussion

Tina was honored to speak on a dynamic panel, discussing leadership journeys, mindset shifts, and strategies for professional growth.



### Congratulations to the March 2025 Next Level Leadership Program Cohort



Hi Charmaine,

The April 15, 2025 tax deadline is almost here, and this is our final call for 2024 tax preparation.

Here's what you need to know:

- ◆ If we already have your documents – You're all set for now! We're working to complete your return by the deadline. If we need anything from you, we'll reach out directly.
- ◆ If you haven't sent your documents – At this point, we may need to file an extension on your behalf. Please send your tax documents as soon as possible so we can help you avoid unnecessary delays or penalties.
- ◆ If you expect to owe taxes, you should make a payment to the IRS by April 15 to avoid late payment penalties and interest—even if we file an extension for you.

You can make your IRS payment online here:

<https://www.irs.gov/payments>

Need help estimating your tax payment or filing your extension? Just reply to this email or call us at 804-425-9856 and we'll walk you through it.

Thanks for being a valued client—we're here to support you every step of the way.

TNT Accounting Services, LLC  
10310 Memory Lane Suite 2E,  
Chesterfield  
United States of America



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# E-NEWSLETTERS & BLOGS



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## Next Level Insights



2 min read  
Leadership

Next Level Insights:  
Reflecting on 2024 and  
Preparing for the Future...



2 min read  
Effective Vision Casting



3 min read  
Leadership Imperative:  
Investing in Training and  
Development Programs

## "Nuggets for 6 Figure Small Businesses and More"



### Why Every Business Needs a Tax Resolution Plan

by TNT Accounting Services, LLC | Tax Problems

Tax problems can derail even the most successful businesses. From unfiled returns to unexpected audits, having a tax resolution plan is essential. Here's what a strong tax resolution plan includes: Regular Compliance Reviews: Ensure all returns are filed and payments are made on time to avoid...

[READ MORE](#)



### The Benefits of Year-Round Accounting Support

by TNT Accounting Services, LLC | Accounting for Small Business

For many businesses, accounting is a task tackled only during tax season. But high-earning service-based businesses benefit greatly from year-round accounting support. Here's why: Proactive Tax Planning: Ongoing support allows you to implement tax-saving strategies throughout the year. Real-Time...

[READ MORE](#)



### Payroll: Are You Compliant and Efficient?

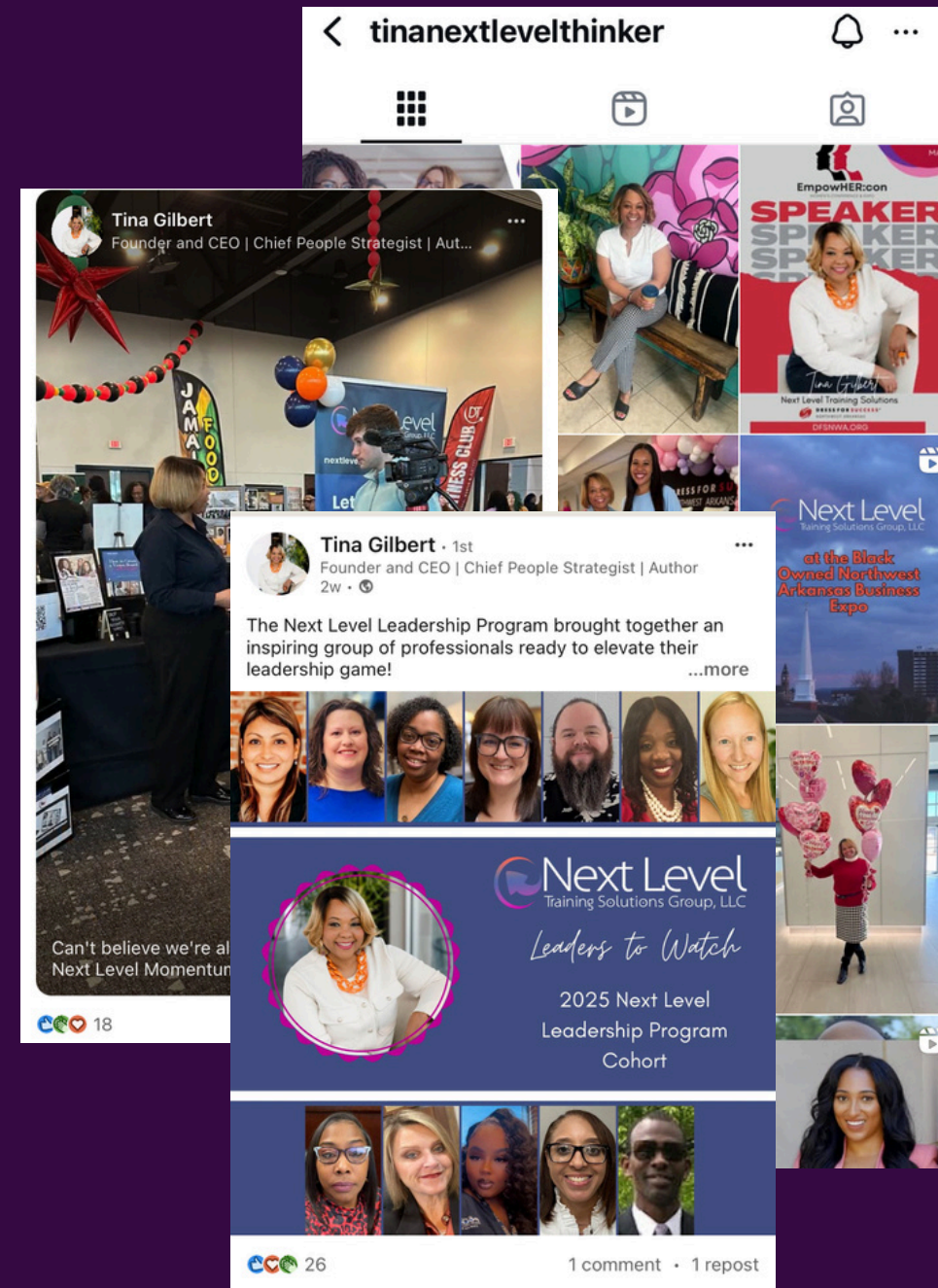
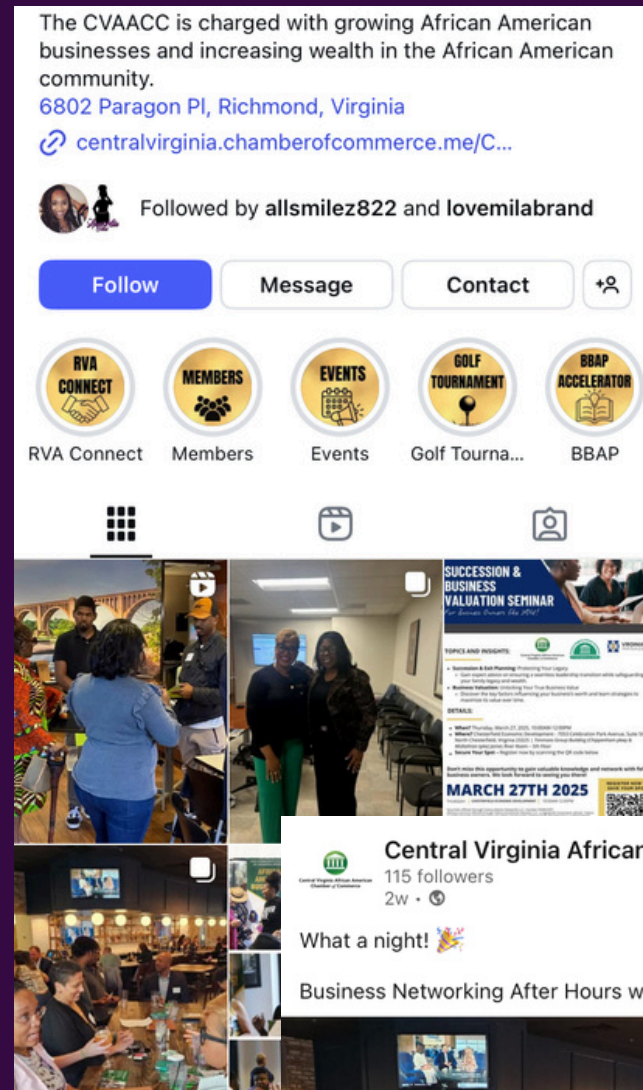
by TNT Accounting Services, LLC | Accounting for Small Business

Payroll is one of the most critical yet challenging aspects of running a business. Errors or non-compliance can lead to fines, unhappy employees, and even legal trouble. Here's how to ensure your payroll system is both compliant and efficient: Classify Employees Correctly: Misclassifying employees...

[READ MORE](#)



# SOCIAL MEDIA CONTENT







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