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Sonya L. Edwards

MVA Virtual Administrative Services, LLC



Sonya L. Edwards is Vice President and Administrative Manager for MVA Administrative Services, LLC. Mrs. Edwards professional background includes her time with one of the largest community banks in Pennsylvania. In her roles as Vice President and Branch Manager, she oversaw one of the banks largest Financial Centers in Montgomery and Bucks County. During her tenure, she earned multiple personal and team awards in areas of customer service, commercial and personal sales, and investment advisory services. Her business and community outreach and networking expertise propelled her branches to sales success whereby significantly increasing the branches deposit and lending balance sheet. Her responsibilities included employee training and development, oversight of branch operation and risk management, customer and employee retention.

In 2014 Mrs. Edwards stepped out on faith and started MVA Virtual Administrative Services, LLC. MVA is a virtual administrative company; specializing in back-office support for small businesses. Our services include, but is not limited to, Live Virtual Answering Service, Executive and Administrative Assistant, Virtual Receptionist, Website and Logo Development, Paralegal Research Service, and Notary Public Signing Agent Services, Data Entry, Telemarketing, and other services not mentioned here.

Sonya is the founder of the non-profit community organization known as Determined Women of God Community Group (lovely known as D.W.O.G.). D.W.O.G. is a community-based organization operating in the city of Philadelphia. Our member's age range is as young as ten years old to our most senior member of 79 years young. We serve women and men of all ages, and we work to organize groups of individuals who are willing and able to help with community cleanups, serve in our community food pantry, where we distribute groceries to over 40 families each month. Our youth community volunteers work with seniors in need of a little by performing a minor task such as lawn maintenance, snow removal, and assisting with sitting trash out on the curb for trash day pickup. We encourage the #PayItForward mentality with the spirit of one-another those in our



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community. It is D.W.O.G. desire to be the light of our community by setting an example of LOVE in the communities we serve.

In November of 2018, she ran for 61st Ward, 20th Division Democratic Committee Person seat and won. She now serves as the 61st Ward, 20th Division Committeewoman work for 492 constitutions in her division. In October of 2018, her non-profit D.W.O.G proudly opened a community food pantry where they distribute groceries over 40 at-risk families. D.W.O.G. is currently actively looking for a building where they can operate the pantry and community clothing closet to a larger number of residents. It is Sonya's passion to be a resource and the light that others seek out for help in a time of need; providing healthy, nutritional, and desirable food is one way she is making a difference in communities, one-block-at-a-time.

Mrs. Edwards is certified and licensed in the State of Pennsylvania as a Notary Signing Agent and Notary Public, she has an Associate Degree in Paralegal Studies and is currently working towards earning her Bachelor's Degree. She holds a certification from the Omega Group in Business Lending, Sales Effectiveness, and Leadership Development. She has extensive experience using the Microsoft Platform, Google Platform, Quickbooks, Evernote, Neat Scanner, Lexis Nexis, Westlaw, Clio Case Management System, and the WorkEtc Case Management System.



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