

# JOAN

EU3094

Administrative Assistant, Office Manager, Accounting

## SUMMARY

An administrative assistant professional with extensive managerial experience and strong organizational skills. Specific expertise in implementing systems to make an office and related departments operate efficiently. Office skills extend into many areas including accounts payable, accounts receivable, collections, payroll, human resources and customer service. Additional skills are computer, accurate typing, 45 wpm, 10-Key by touch and knowledge of office equipment and general procedures. Dedicated as a team player and driven with the goal to meet necessary deadlines.

## KEY SKILLS

- Office Manager
- Opened Start Up Business
- Accounts Payable Supervisor
- Supervised Inventory Control
- Payroll & Human Resource Supervisor
- Responsible for Confidential Records
- Meeting Coordinator
- Implement Credit Card Processing
- Month End Reports
- Open Bank and Tax Accounts
- Job Cost Monitoring
- Balance Daily Receipts & Deposits

## PROFESSIONAL EXPERIENCE

EXPERIENCE UNLIMITED, Corona, Ca

Current

### Volunteer Member

Volunteering and networking with professional job seekers through the State EDD Office. Assisted with record keeping and other organization assignments.

ABOVE IT ALL, Chino, Ca

2004-2008

### Administrative / Accounting

Assisted in all areas of opening a start up business. Hired office personnel and selected an accountant. Organized accounting system, files and procedures. Processed all accounts payable, accounts receivable, invoicing and collections, payroll, human resource compliance and month end reports.

INTERIORS, Big Bear Lake, Ca

1991-2004

### Office Manager / Bookkeeper

Supervised office personnel, invoiced customers, maintained customer ledgers, accounts receivable, accounts payable, payroll, human resources, weekly and month end reports. Liaison between customers and sales personnel to resolve discrepancies. Interacted with receiving department to assist in approving the incoming merchandise deliveries. Assisted owners with diversified promotional and special projects.

## PROFESSIONAL DEVELOPMENT/TRAINING

- QuickBooks
- Micro
- Excel
- Accounting II