

OBJECTIVE:

§ To work for an innovative company where room for growth is only limited by my drive to succeed.

PERSONAL PROFILE:

- § Self-motivated, efficient, and a quick learner with excellent client service skills.
- § Ability to multi-task, maintain priorities and meet deadlines in a fast paced environment.
- § Proficient in multiple computer applications including Microsoft Office, XP, Vista, Excel, PowerPoint, Publisher, Outlook, Paint, Adobe: Acrobat, Photoshop, Illustrator, InDesign, and QuickBooks, FileMaker Pro, Lap Link, and Oasis.
- § Dependable, well-organized and highly skilled in managing documents and correspondence.
- § Experienced in operations management & light bookkeeping skills.

EXPERIENCE:**Office Manager, Family Psychotherapy Practice, Seattle, WA**

2006 – May 2009

- § Responsible for overall office administration & operations.
- § Light bookkeeping functions including, A/R, A/P, and Collections.
- § Responsible for Income Tax preparations.
- § Manage business and personal calendar, including scheduling various appointments and travel.

Senior Claims Specialist, American Fast Freight, Anchorage, AK

2003-2006

- § Managed client accounts & performed client reviews.
- § Responsible for all product inspections; including Federal.
- § Processed claims, including approval and payment. Managed all inventory.
- § Trained the staff on safety issues, and Alaska DOT Regulations.
- § Prepared training manuals on all company procedures, claims, and safety issues.
- § Developed a weekly publication for Claims Prevention; delivered to five states and two countries.
- § Performed extensive data entry operations.
- § Organized and coordinated office functions, and lead the Annual Company Picnic Committee.

Head Teacher and Event Coordinator, SALC, Anchorage, AK

1999-2003

- § Developed a classroom curriculum for ages six weeks to twelve.
- § Managed large groups of children and staff.
- § Held responsible for organizing events.
- § Purchaser for supplies.

Business Owner, Sun Solutions Tanning Salon, Anchorage, AK

1995-2000

- § Managed employees and scheduling.
- § Balancing cash drawer, banking, and daily operating functions of the business.
- § A/R, A/P. and Collections.
- § Marketing, purchasing, and prospecting.
- § Product knowledge and training.