13325 191st Ave SE

Monroe, WA 98272

(425) 999-0351 – cell

[matterngina@gmail.com](mailto:matterngina@gmail.com)

**Gina M. Mattern**

**SKILLS AND ABILITIES**

***Business Skills***: Highly experienced in all aspects of office management and bookkeeping procedures. Including, but not limited to: A/P, A/R, payroll, budget forecasting, vacation & sick leave, works with vendors in a friendly and professional manner, monthly bank reconciliations, travel arrangements, closing of yearend books, and all aspects of the office environment. Strong marketing skills that include advertising, fund raising, social media, an outside-of-the-box way of thinking that helps to increase revenue and pique the interest of a new and diverse clientele.

***Personal Skills***: Positive, friendly, outgoing, highly organized, likes to be challenged, professional, hard-working, ability to work with little or no supervision, easy to get along with, works well with others and can just as easily work alone.

***Software Skills***: Exceptionally proficient in MS Office Suite, QuickBooks, Point of Sale, Base Camp, Visio, and many other programs.

**EMPLOYMENT HISTORY**

**Microsoft 2018 to 2020**

**Title: Admin Assistant**

* Calendar management for Senior Manager
* Analysis reporting
* Inventory management
* Onboarding of New Hires and Interns
* Service orders
* Assist Senior Management
* Assist all Managers on my team

**Aggreko 2015 to 2017**

**Title: Logistics Analyst / Office Manager**

* Create service order for technicians
* Schedule and dispatch technicians
* Inventory auditing
* Service center backup for the West Coast
* Manages all aspects of bookkeeping and office management
* Service orders
* Sales and working with customers as needed.
* Payroll

**Fabtech Systems 2012 to 2014**

**Title: Finance Manager / Office Manager**

* Manages all aspects of A/P, A/R, vacation schedules, and office management.
* Payroll
* Collections
* Main contact for all customers’ and vendors’
* Came in and cleaned up over 5 years’ worth of bookkeeping problems.
* Sales and working with customers as needed.
* Over 30% of all the outstanding A/R was over 90 days past due when I started working for the company. I got that under 1% in less than 3 months and have kept it there.
* Shipping and receiving
* Inventory orders and control

**Fetha Styx 2008 to 2011**

**Title: Office Manager / Bookkeeper**

* Handled all aspects of A/P, A/R, payroll, hiring of new employees, employee work schedules, employee reviews, and office management.
* Point of contact for all customers’ and vendors’.
* Sales and marketing.
* Created customer displays for merchandise.
* Created, developed, and marketed a new line of fishing rods called the ‘True Hero’ series that gave back a portion of the proceeds to the National Fallen Firefighters Foundation and the National Fallen Officer’s Foundation.
* Created, developed, and marketed a new line of fishing rods for Nascar. Worked closely with Nascar and the Hendrick’s team and also gave back a portion of the proceeds to foundations of their choice.

**Spadafora Development, LLC**

**Title: Office Administrator / Bookkeeper 2004 to 2007**

* Created a Property Management division for existing properties that the company owned. This division brought additional revenue of almost $100K per year to the company.
* Created and maintained spreadsheets/documents to make sure that all multi-million dollar contractual agreements were met.
* Worked closely with the owner of the company and oversaw A/P, A/R, payroll, bank reconciliations, property closing document verification, and all other office duties.
* Acted as Property Manager for multiple properties. Ran credit checks and interviewed potential renters.

**EDUCATION**

**University of Idaho 1991 to 1992**

**Arlington High School Graduated 1991**

**REFERECES AVAILABLE UPON REQUEST**