**Christie Manley**

5900-64th Dr. NE Unit 170 Cell 360-421-1559

Marysville, WA 98270 manleycc11@gmail.com

**Career Overview**

Committed and motivated Administrator with exceptional customer relation and decision-making skills. Strong work ethic, professional demeanor, and great initiative.

**Skill Highlights**

High level of experience providing administrative support. and customer service

Broad-ranging industry experience includes healthcare, electrical/construction, manufacturing, property management

Energetic and organized

Self-starter with professional manner

Excellent communication skills

Spreadsheet creation, entry and formulation

Skilled in Coins, Forefront and QuickBooks accounting software

Business correspondence

Filing and data archiving

Microsoft Programs: MS Word, Excel, MS Outlook, MS Publishing, MS PowerPoint

**Core Accomplishments**

Prepared billing and payroll for the service department using Coins and Coins OA

Assist other departments with shortage and rework of material, create locations and labels for product.

Collaborated with departments to ensure smooth workflow and efficient organization operations. Accountable for all operations of busy office. A/P, A/R and billing collection.

Facilitated on boarding of new employees by scheduling training, answering questions and processing paperwork.

Demonstrated proficiencies in telephone, email, fax and front-desk reception within high-volume environment.

Maintained status reports to provide management with updated information for client projects.

Payroll preparation and entered data into cumulative payroll document for up to 250 employees

Reviewed medical records for completeness, assembled records into standard order and filed records in designated areas according to alphabetic and numeric filing system.

Handle customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.

**Professional Experience**

**Billing/Payroll Specialist**

**Terra Staffing** – **Valley Electric** 11/19-02/20

**Valley Electric** Everett, WA 2/20/-10/20

**Material Handler II/Kitter** 10/18-07/19

**Applied Technical Services** - Everett, WA

**Caretaker,** 3/2013 - 08/2018

Marysville, WA

**Office/Payroll Administrator/Material Handler III,** 02/2012 – 12/2012

**Valley Electric** – Seattle, WA

**Grocery Checker**, 12/2009 - 04/2010

**Grocery Outlet** – Marysville, WA

**Office Coordinator**, 04/2008 - 03/2009

**Maxim Healthcare Staffing Agency** – Seattle, WA

**Internet Coordinator**, 07/2007 - 12/2007

**Marysville Ford** – Marysville, WA

**Project Administrator for MS Quincy**, 10/2006 - 05/2007

**Major Electric** – Woodinville, WA

**Education**

**Eton Technical Institute** – Everett, WA, USA **Certificate** Medical Assisting

**Orange Coast Community** – Costa Mesa, CA, USA Marine Biology