

Objective

Dynamic, energetic professional seeking to secure an mid-level position with a growing company that offers opportunity for career advancement. 10-12 years Experience in Administration Management, Management operations, and customer service.Trained in Firefighting, Damage Control, Safety, Hazmat, EMT.

Skills

Microsoft Office, Customer Relationship Management, Leadership Development, Problem Resolution, Kronos, SAP.

Work Experience

Business Center Manager III

ABC Corporation - March 2011 – July 2016

- Use computers for various applications, such as database management or word processing.
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Analyze operations to evaluate performance of center or staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.

Business Center Manager

Delta Corporation - 2009 – 2011

- Drive revenue for center by meeting with new customers, monitor and direct marketing activities for center to accomplish sales objectives Hire team .
- Responsible for manufacturing processes for critical plant systems.
- Controlled projects, estimated production cost, managed raw materials and oversaw operations.
- Authored universal Policy and Procedure manual(s) for all Xerox Business Centers located in Disney as well as local area off-property hotels.
- Provided equipment and support for entire American Medical Association at WDW Swan hotel during 2001 Annual International Medical Conference.
- Provided outstanding equipment, product and service to WDW Swan and Dolphin Hotels as well as Hyatt Regency Grand Cypress hotel from 2000 to 2001.
- Hired and trained the assistant managers.

Education

