

# Lindsay Miller

Administrative Professional

**Address** Seattle, WA, 98119

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Versatile administrative professional with 4+ year background in non-profit, retail, body modification and tech industries. Possessing a strong understanding of accurate financial reporting, streamlining procedures, and bringing companies big and small into their most modern and efficient workflow possible. I am extremely self driven, highly communicative, and incredibly adaptable. I look forward immersing myself in a new company while supporting clients from all industries and cultures with an open mind and constant professionalism.



## Education

### Bachelors of Science: Art

University of Oregon—Eugene, OR



## Skills

4+ Year of Intuit QuickBooks Desktop Pro

Data Entry & Office Administration

Microsoft Office/Google Office Suite

Security Awareness

Customer/Client Relations & Interpersonal Communication



## Work History

Feb 2020-  
Current

### Field Receptionist

Milestone Technologies Inc. @ Facebook, Seattle, WA

Liaised with guests, vendors, contractors and professional personnel to screen and administer security specific badges to verify accessibility to inter-office personnel. Created a welcoming, high energy environment while fielding general questions and provided up to date information that conveyed both Milestone and Facebook policy in a professional manner.

Oct 2018-  
Current

### Lead Event Coordinator & Visitor Services Officer

Seattle Art Museum, Seattle, WA

Represented the SAM venue while meeting the highly varied needs of each unique event. Maintained an active presence to troubleshoot during events and coordinate all involved hosts, vendors, contractors and SAM staff to ensure beginning to end event flow. Events ranged in size from 50-500 attendees.

Screened hundreds of visitors daily and created a welcoming environment for all patrons while maintaining the security of the museum and specific security requirements for all art pieces and installations.

Jun 2018-  
Aug 2019

### Customer Service Representative Supervisor

Endless Knot Boutique, Seattle, WA

Supervised five customer service representatives in providing outstanding high-energy service to walk-in customers. Assisted with purchasing inventory, priced and created digital tracking of new products, organized physical inventory bi-weekly and created merchandise displays weekly.

Aug 2018-  
Aug 2020

### Lead Bookkeeper

Abundant Earth Foundation, Seattle, WA

Created and maintained timely, detailed data entry of eleven financial accounts for five major sub-projects with additional class tracking for every transaction. Provided cross program administrative reporting and general assistance to ensure program leaders the ability to fully focus on program expansion.

Jul 2017-  
Sep 2020

### Lead Bookkeeper, Executive Assistant & HR Rep.

Lifetime Tattoos, Springfield, OR

Maintained detailed financial tracking of six accounts ranging over three associated companies and dbas. Introduced a new payroll system and HR standard for all employees and students. Formulated new contracts for all artists and implemented a new standard for short and long term tracking including physical inventory. Contributed to smooth business operations by reporting to owners and accountants directly and providing catch all for any administrative task.



## References

### Lawrence Cenotto

Manager of Group Admissions &  
Venue Experiences  
Seattle Art Museum  
(206) 654-3112  
Lawrence@seattleartmuseum.org

### Andrea Bucher

Former Manager  
Endless Knot Boutique  
(732) 216-5873  
aleebucher@gmail.com

### Erin Smith

Owner & Manager  
Queen Bee Tattoo & Salon,  
Lifetime Tattoos Inc.  
(541) 743-3357  
lifetimeink@gmail.com