

Elizabeth Cuty

975 SW Jeremko Avenue Port Saint Lucie, FL 34953 | 772-475-4840 | Ecuty4840@gmail.com

Objective

- To obtain a career in a goal oriented environment where my skills will be utilized and new skills are acquired.

Education

HIGH SCHOOL DIPLOMA | 2004-2008 | SAINT JAMES ACADEMY

Experience

OFFICE MANAGER | JRL SAFE CLEAN, LLC | OCTOBER 2011 - PRESENT

- Managed QuickBooks Pro, background checks on potential employees, interview process, scheduling and confirming appointments, managed calendars, ordering supplies, networking, handle all contact with clients, drafting documents, maintain deadlines as well as keeping office and paperwork organized for President and Vice-President, hosting events, office management, data entry, invoicing, collections, payroll, accounts payable, accounts receivable, reviewed complex financial documents, asset and liability spreadsheets, created client data bases, trained new employees, created office protocol and manuals, drafted claim of lien, contractors affidavits, demand letters, pre/post lien letters, worked closely with insurance carriers and adjusters to resolve billing issues and to document claim, worked with clients at very stressful times, pay applications for contractor every month, multi-tasker.

RECEPTIONIST / CASHIER | JAGUAR LAND ROVER TREASURE COAST | FEBRUARY 2008 – OCTOBER 2011

- Answering visitor's inquiries about the company and products/services, greeted customers, directed visitors, counted money, responsible for till, social networking, accounts receivable, accounts payable, sorting and handing out mail, multi-line telephone system, set up appointments, filing, records keeping.

Skills & Abilities

QuickBooks Pro, Windows, Microsoft Office, Excel, Word, Publisher, Outlook, Adobe, Notary public

References

Lauren Kugler

Cell: 772-480-5383

Kirsten Reeves

Cell: 772-834-5652

Jennifer Diaz

Cell: 772-267-2332