
BETSY LABOY

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Summary

Demonstrated the ability to complete tasks accurately despite interruptions and competing demands. Self-motivated and dependable while achieving high performance with minimal supervision. Knowledgeable Administrative Assistant dedicated to improving procedures for file movements, eliminating unnecessary storage and keeping all information safe and secure. Adept at verifying documents, researching problems and implementing effective solutions.

Skills

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| • Faxing documents | • Accounting skills |
| • Scheduling and calendar management | • Database entry |
| • QuickBooks | • Microsoft Office |
| • Microsoft Office proficiency | • Bookkeeping |
| • Expense reporting | • Bilingual in Spanish and English |
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Experience

Accountant Assistant	10/2016 to 12/2017
Rent This equipment	West Palm Beach, FL

- Maintained company accounting records by entering accounts payable, accounts receivable, invoices and expense reimbursements.
- Replenished stock of office supplies when inventory became low.
- Reconciled all expenses and accounts, including company credit cards and expense accounts.
- Monitored accounts payable and receivable status and delegated tasks as needed.
- Tagged, organized and stored physical files.

Accountant Assistant	12/2013 to 11/2015
Light Store USA	West Palm Beach, FL

- Listened to customers' comments, responded appropriately and forwarded issues to appropriate department.
- Organized and coded all documents related to due diligence for acquisitions.
- Maintained process documentation for financial department operations.
- Completed reports detailing financial data for management and stakeholders.
- Processed financial documents including contracts, expense reports and invoices.

Sales Manager	08/2008 to 11/2016
Metro Pcs	West Palm Beach, FL

- Supervised, developed and delegated tasks to employees.
 - Oversaw store opening and closing, including reconciling cash drawers and making bank deposits.
 - Resolved customer complaints by exchanging merchandise, refunding money and adjusting bills.
 - Participated in weekly meetings with the VP of Sales to discuss strategy effectiveness.
 - Wrote sales slips and sales contracts.
 - Interfaced with customers, determined needs, provided recommendations and up-sold services.
 - Boosted team morale and overall sales volume by creating incentivizing sales contests and spiffs.
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Education and Training

High School Diploma	2007
Palm Beach Central High School	Wellington, FL

Associate of Science: Cosmetology	2018
Florida Career College	West Palm Beach, FL