

Operations Manager Operations Manager Operations Manager Akron, OH Motivated and professional Executive Administrator with proven people skills, strong analytical and excellent technical troubleshooting abilities. Work Experience Operations Manager McCullough Public Relations, Inc - Green, OH 2001 to Present Manage office administration to support CEO and staff. Prepare complex financial statements, variance reports, monthly and quarterly reports using PowerPoint and Excel. Proof, edit and format all outgoing correspondence. Designed proprietary computer software to manage all aspects of operations for a small public relations firm. Worked with national and international media promoting numerous clients. Created layouts for newsletters, e-blasts and press kit artwork using various software programs. Edit, resize and catalog client product and personnel images. Record and track sales and billable hours, manage expense reports, estimate budgets for various clients and create monthly, quarterly and annual accounting summaries for all clients Track and manage all client invoicing and record accounts receivable Develop yearly planning reports for clients Prepare company presentations and new business proposals Provide representation for clients at trade shows Provide technical assistance and support to all staff related to computer system software and hardware Install all software and replace or repair computer hardware and peripherals Implemented and managed all networking, programming, updating and backing up of entire office system Systems Administrator Regal Equipment, Inc - Ravenna, OH 1991 to 2001 Served as office administrator, supporting CEO and warehouse staff. Developed information technology network from 1 typewriter to a network of five computers, including the warehouse Wrote programs to manage inventory, manage customer mailings, billing, employee payroll, accounts payable and receivable Prepared corporate taxes and scheduled travel Education Associate in Office Administration/Business Management Hammel Business College - Akron, OH Skills Acrobat (10+ years), Adobe Acrobat (10+ years), creative design (10+ years), Microsoft Office (10+ years), MS OFFICE (10+ years), Photoshop (10+ years), Windows XP (7 years), Payroll (8 years), Marketing (10+ years), Outlook (10+ years), Administrative Assistant (10+ years), Excel (10+ years), Filing (10+ years), Scheduling (10+ years), Receptionist (10+ years), Accounts Payable (10+ years), Word (10+ years), Billing (10+ years), Microsoft Excel

(10+ years)

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