

Office Manager, Indiana Office Manager, Indiana Office Manager, Indiana - JEC Steel Company
Bristol, IN Work Experience Office Manager, Indiana JEC Steel Company April 2018 to Present
Responsible for basic invoicing, Accounts Receivable/Payable via Quickbooks Maintains Keep
Trucking account, mileage, and fuel tax for Indiana Department of Revenue Responsible for
scanning, filing, and updating all Vendor and Customer invoices, files, etc. Works independently
from home as well as set time in an office setting Breastfeeding Peer Counselor, Indiana Elkhart
County Health Department October 2010 to June 2013 Instructed various breastfeeding classes on
a weekly basis Worked hands-on with mothers, evaluating and problem-solving feeding issues
Traveled to attend various trainings, conferences and meetings for requirements of the position
Responsible for written documentation of time spent or communication with clients Worked directly
with dieticians, supervisors and other staff to treat and care for clients as a whole Visitation
Supervisor, Indiana Families First Center May 2006 to August 2008 Supervised interactions
between foster children and their parents at our facility Encouraged parents as necessary with
proper parenting skills and techniques Responsible for writing reports of the visitation according to
the supervision level set by the case manager Worked directly with case managers in discussing
actions of the parents while visiting; suggesting drug screens and suspension of visits if necessary;
recognizing the signs of abuse or neglect and reporting them Eligibility Administrator, Indiana
Community Action of Northeast Indiana - Northeast, Indiana, US August 2005 to May 2006
Regularly supervised satellite offices Assessed eligibility of parents and caregivers to receive
Indiana Childcare Voucher Program benefits, processed paperwork for benefits, renewed or
terminated cases as necessary Worked with case managers when necessary to communicate and
manage referrals Managed renewal and termination notifications Database Administrator YWCA
of Metropolitan Chicago - Chicago, IL December 2003 to January 2006 Assisted organization with
annual Leader Luncheon Event Worked from home as needed Maintained
fundraising/development information Provided support in the transition of database systems
Corrected and updated all donor information Education Bachelor of Arts in Sociology in Spanish
Indiana University South Bend - South Bend, IN March 2005 Skills Quickbooks, Excel, Powerpoint,

Microsoft word, Word, Scheduling, Billing, Accounts Payable, Receptionist Certifications/Licenses
Driver's License Additional Information Conversant in Spanish Bachelor of Arts in Sociology degree
recipient in May 2005 Computer Skills: Microsoft Word, Excel, and PowerPoint, Quickbooks
experience

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