

Front End Web Developer Front End Web Developer Toledo, OH Authorized to work in the US for any employer Work Experience Front End Web Developer Orthotic Prosthetic Center - Toledo, OH June 2018 to Present Office Manager / District Manager Grandview, OH August 2016 to Present

Serve as executive assistant and office manager at the corporate headquarters Manage weekly financial reporting for District Managers Maintain all payroll data for retail locations and corporate office Perform inventory on large quantities of apparel to send to manufactures and store locations

Manage processing and shipping of online orders on a daily basis Recruit, interview and hire staff for all retail locations Travel to regional store locations to train new employees on company processes and products Create relationships with Commercial Property Executives to enhance marketing opportunities Create and maintain company Pinterest page to enhance the brand presence Executive Assistant/Bookkeeper Hayden Management, Inc - Los Angeles, CA February 2016 to August 2016 Provided administrative assistance and bookkeeping to executive of Hayden Management Maintained the office calendar and daily schedule Responsible for Receiving, depositing and recording client payments Received and delivered sensitive client information through several channels of communication Tracked office inventory and purchased supplies within budget Executive Assistant Perrysburg, OH August 2015 to December 2015 Served as administrative assistance to the Executive Analyst and staff of Managed Care department Provided support to staff on assigned projects Created spreadsheets that improved information management and reporting accuracy Recorded insurance contract documents in the internal system Insure accessibility to the contacts between branches Administrative Assistant Mileti Alumni Center - Bowling Green, OH July 2013 to August 2015 Provided administrative assistance to managers and staff of alumni department Excelled within a fast paced environment, ensuring the accurate and on-time completion of all projects Responsible for acquiring and updating alumni records Demonstrated the ability to learn new organizational processes, workflows, policies and procedures Education Certificate in Web Design University of Toledo - Toledo, OH January 2018 to Present Bachelor of Liberal Studies in Liberal Studies Bowling Green State University - Bowling Green, OH 2011 to 2015

Name: Michael Miller

Email: morgan32@example.net

Phone: 464.684.0183x2236