

OFFICE ADMINISTRATOR OFFICE ADMINISTRATOR OFFICE ADMINISTRATOR -  
 CONSTRUCTION & DEVELOPMENT, LLC DeBary, FL Work Experience OFFICE  
 ADMINISTRATOR CONSTRUCTION & DEVELOPMENT, LLC January 2017 to Present Full Charge  
 Bookkeeper-A/P, A/R, credit card and bank reconciliations, job cost accounting, P&L, payroll,  
 year-end tax preparation. Human resources, payroll, new hires, benefits, annual reviews NTO's,  
 NOC's, AIA billing for monthly draws, track COI's, subcontracts All permitting to include submitting  
 and processing until final permit issued General office duties, customer service with clients and  
 subcontractors DATABASE MANAGER FOOD RESEARCH INSTITUTE, INC October 2016 to  
 Present Seasonal remote position Retrieving data, creating spreadsheets and entering data for  
 over 400 public schools for large corporations-Kellogg's, Tyson Foods, etc. OFFICE  
 ADMINISTRATOR DS MANAGEMENT, LLC August 2012 to October 2016 A/P, A/R, payroll,  
 human resources, new hires Monthly financials, sales reports Track weekly employee expenses  
 Create documents, spreadsheets and correspondence STAFF ACCOUNTANT CAMBRIDGE  
 HOMES, LLC March 2001 to September 2006 Managed accounting for 4 companies Process all  
 sales reports and data for new homes in 20 communities A/P, payroll, human resources Monthly  
 financials, bank reconciliations, account reconciliations ACCOUNTS PAYABLE  
 ADMINISTRATOR-NASCAR January 2000 to March 2001 Accounts payable for 4 NASCAR  
 companies High volume of invoices, data entry Weekly batched check runs Education  
 SEMINOLE COMMUNITY COLLEGE 1992 to 1994 APOPKA HIGH SCHOOL 1992 Skills Great  
 plains, Quickbooks, Customer service, Time management, As400, Excel, Microsoft word, Word,  
 Excellent customer service skills, Bookkeeping, Front Office, Office Admin, Front Desk, Office 365  
 Additional Information SKILLS Excellent customer service skills Care about doing a job well  
 Able to multi task in fast paced environments Work well with diverse groups Time management  
 Efficient, accurate and detailed TECHNICAL SKILLS EXCEL, MICROSOFT WORD, ADOBE  
 PRO, QUICKBOOKS, OPEN OFFICE, GREAT PLAINS, AS400

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