**Laurie L. Garcia**

967 N. Charter Dr.

Covina, CA 91724

(626) 290-2561 / (626) 915-5323

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**Accomplishments:** Multi departmental management professional; experienced in all phases of office procedure. Offering integrity and loyalty; highly motivated. Prompt, reliable and dependable. Team player, building inter-departmental relationships, strong understanding of inter-departmental impact and significance.

I am personally responsible for the discovery of an operational error saving my employer $250,000 annually, in addition to accurate governmental reporting.

**Experience:**

Athens Services, City of Industry, CA, 1989 – 2011

**Claims Manager 2003-2011**

Management of self insured fleet of 2,000 vehicles; All auto accidents, damages and citations; Working with TPA to resolve litigated matters; Court appearances to include small claims, superior court and traffic divisions. Working closely with defense attorneys on superior court litigated matters; including interrogatories, depositions and settlement authority. Subrogation of damage claims caused by other party.

**Accounts Payable Manger 1989 – 2003**

Managed full cycle accounts payable including journal entries and supporting spreadsheets; precise large account reconciliation; year end 1099 reporting. Filled in periodically to manage payroll, accounts receivable and billing departments; managing a staff of up to fifteen individuals.

**Special qualifications**:

Long term waste management industry experience

Extensive knowledge of DMV fleet issues

Highly knowledgeable of citations

o Mechanical violations

o Overweight violations

o Moving violations

o Parking citations

In depth understanding of landlord tenant law

Member of Toastmasters

**Computer Skills:**

Microsoft Word

Microsoft Excel

Microsoft Outlook

AS400

o Infinium Software

o Computer Associates Software

o Custom written software

Instrumental in several software conversions