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Marlborough, CT 06447

Elizabeth Mahon Kelly

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Education Merrimack College, North Andover, MA
Bachelor of Arts, Sociology

Detail oriented, motivated professional who works well independently or with a team. I am experienced in successfully completing multiple projects, tasks, and controlling time management. I have adequate knowledge of information technology and extensive technical experience. I am a creative solution problem solver often thinking "outside the box", however inside the boundaries of policies and procedures.

Professional Experience

Premier Maintenance, Inc., Milford, CT 2009-Present
United Services of America, Stamford, CT

Executive Assistant to the President of PMI

- ✚ Responsible for maintaining President's business and personal calendar's; organize meetings through MS Outlook
- ✚ Track multiple client lunches/phone calls monthly, biannually or annually.
- ✚ Prepare spreadsheets with operating sales, extra work, commission and relative operations data
- ✚ Manage and monitor email, retrieve voice mail, schedule events, and register President for events
- ✚ Collect proposals from competing service companies, review and present results
- ✚ Support Director of Operations, Operation Managers and department: duties include utilizing Sprint Wireless Manager, Telenav Track, and GPS systems through Sage-Quest
- ✚ Collect information, organize / format bi-monthly newsletter to over 1300 customers through Constant Contact
- ✚ Maintain mailing list for distribution
- ✚ Helped develop template for online proposal submissions through Paperless Proposal
- ✚ Successfully organized, assisted and lead the achievement of the ISSA issued CIMS-Green Building Certification – PMI is the first CT business to achieve this certification and honor.

Woodbridge Country Club, Woodbridge, CT 2005-2008

Office Manager

- ✚ Responsible for weekly payroll for over 80 employees
- ✚ Processed accounts receivable on average of \$800K per month
- ✚ Distributed payables, including leases, mortgages, insurance
- ✚ Generate monthly billing statements for members, parties, functions and outings
- ✚ Handled Human Resources including insurance for Club and employees
- ✚ Involved in Marketing procedure and programs successfully heightening membership numbers

Administrative Assistant

- ✚ Administrative Support to all departments including, General Manager, Golf Professional, Grounds Superintendent, Executive Chef, Bar Manager, Banquet Manager, etc.
- ✚ Website/Web Design: www.woodbridgecountryclub.com
- ✚ Maintain schedules of three office assistance/receptionists
- ✚ Reduced office spending by \$10,000 in first year simply by monitoring usage
- ✚ Designed new billing structure in database to accommodate new membership levels

Fairview Country Club, Greenwich, CT 2002-2005

Office Manager

- ✚ Provide administrative support for General Manager and Club Controller
- ✚ Create, develop and edit informational publications for distribution to private membership

- ✚ Manage a team of five to support the administrative needs of departments including Golf
- ✚ Course Maintenance, House Maintenance, Dining Room/Kitchen Staff
- ✚ Accounting and Housekeeping
- ✚ Responsible for recruiting summer employment/ internships and training
- ✚ Webmaster of www.fairviewcountryclub.org

Software Proficiencies

Windows 2000, 2003, 2010, XP, Vista, Windows 7

Mac OS X, Lion

MS Outlook

MS One Note

MS Excel

MS Word

MS Power Point

MS Publisher

References available upon request