**PATRICIA H. McQUIGGAN**

208 Maple Street

East Hartford, CT 06118

860-899-4225

[patmcquiggan@yahoo.com](mailto:patmcquiggan@yahoo.com)

Forward thinking, outcome-oriented, people focused contributor with highly developed interpersonal skills and years of success in customer service, office management, liaison and support. Well-developed oral and written communication skills; pro-active, motivated team player.

* **Administrative Assistant**
* **Accounts Payable & Receivable**
* **Bookkeeping**
* **Customer Service**
* **Office Management**
* **Property Management**

**COMPUTER SKILLS:** Knowledge of: Excel, Microsoft Word, MultiMate, QuickBooks Real World AP & AR

**EMPLOYMENT HISTORY:**

**OFFICE MANAGER/BOOKKEEPER 2002 – Present**

Master Carpenters LLC, West Hartford, CT

Part time

**BOOKKEEPER 2005 – 2007**

Simon Ford Inc., Glastonbury

Closed out business for owner

**FINANCE ASSISTAN / RECEPTIONIST 2003 – 2005**

The Open Hearth Association, Hartford, CT

**SCHEDULER / CUSTOMER SERVICE 2002 – 2003**

Companions and Homemakers, Inc., Glastonbury, CT

**RECEPTIONIST,** *promoted to* **REGISTRAR 2000 – 2002**

Connecticut Rivers Scouts of America, East Hartford, CT

**McQ MANAGEMENT 1998 – 2000**

Self employed property management

**PROPERTY MANAGER 1996 – 1998**

Thibodeau Management, South Windsor, CT

**PROPERTY MANAGER 1989 -1996**

Cromwell Gardens Association, Inc., Cromwell, CT

**References available upon request**