

Tumara Briscoe

OFFICE MANAGER

Campobello, SC

tumara.tb@gmail.com - 864-376-8877

Authorized to work in the US for any employer

WORK EXPERIENCE

OFFICE MANAGER

IMMEDIATE HEALTH CARE - 1998 to 2014

- Office Manager
- Payroll
- Scheduling
- Accounting Clerk

RECEPTIONIST

NATIONAL SEAL - 1992 to 1998

- Switchboard
- Mail Clerk
- Customer Service

EDUCATION

BA in Business Management

USC

1997

ADDITIONAL INFORMATION

Skills & Abilities

- Office Manager
- Payroll
- Accounting Clerk
- Switchboard Operator
- Scheduling