

KAYLEY BANNISTER

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SKILLS

- Microsoft Office
- Accurate Data Entry and Documentation
- Outstanding Customer Service
- Creative Problem-Solving
- Time Management
- Team Player
- Google Suite
- QuickBooks
- Highly Organized and Detail- Oriented
- Excellent Verbal and Written Communication
- HTML, CSS, & Bootstrap
- VS Code and Git

EXPERIENCE

Administrative Assistant

April 2020 – Present

Stop N Stor Storage

- Functions as liaison between management and various departments to facilitate smooth daily company operations duties
- Organizes and maintains files and databases in a concise and confidential matter duties
- Maintains and orders office supplies for multiple locations
- Inputs bills and invoices in QuickBooks
- Creates memorized transactions for A/R in QuickBooks
- Generates PivotTables and reports in Excel for company executives & management
- Creates and maintains Excel spreadsheet records for revenue, expenses, payroll, etc.
- Organizes and assists with Operational and Marketing contracts as needed
- Self starter that creates and maintains master forms designed to enhance efficient office operations by applying knowledge of software applications

Ocean Export Documentation Specialist

September 2013 – May 2019

Page International, Inc.

- Complied with INCOTerms, U.S. and global trade regulations, and Harmonized Tariff Classifications
- Accurately created, prepared, and distributed documents while adhering to strict deadlines
- Invoiced for ocean freight, freight forwarding services, and country-specific documentation
- Ensured all customers' concerns were investigated and resolved
- Provided professional correspondence to customers and team members
- Exercised a high level of attention to detect discrepancies on bills of lading and letter of credit documents
- Sent shipping instructions to ocean carriers using EDI networks

Billing Specialist

February 2016 – July 2016

ADP

- Oversaw daily financial transactions, including classifying, computing, posting, verifying, and recording accounts receivable data
- Updated account information to confirm client's billing address, contact information, and invoicing data were accurate
- Researched and resolved invoicing discrepancies by verifying contractual pricing and service terms
- Monitored invoicing exceptions and unique customer situations
- Analyzed trends in client's service units and invoicing amounts using Microsoft Excel
- Ensured all invoice processes complied with each client's contract, ADP's Code of Business Ethics, and Sarbanes-Oxley controls

Administrative Assistant

September 2010 – May 2011

Georgia Southern University, Network & Telecommunications

- Managed billing and telecommunications information in Excel spreadsheets
- Created and distributed billing statements
- Organized documents according to the needs of administration
- Provided a high level of service and attention to customers

EDUCATION

Full-Stack Web Development Certification

Graduated November 2019

Georgia Institute of Technology

Bachelor of Business Administration, Information Systems

Graduated May 2013

Georgia Southern University

- Minor: Management