

Beth Kenward

6810 Pontiac Dr., Reno, NV 89506
(702) 373-2255 momycani@gmail.com

Qualification Summary

Administrative Support professional with experience working in fast paced environments demanding strong organizational, technical, and interpersonal skills. Trustworthy, ethical, discreet, and committed to superior customer service. Confident and poised in interactions with individuals of all levels. Detail oriented and resourceful in completing projects, able to multi-task effectively. Capabilities include, but are not limited to:

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| *Word Processing & Typing | *Filing & Data Archiving | *Benefits Administration |
| *Workers Compensation | *Accounts Payable/Receivable | *Human Resource/Payroll |
| *Customer Service & Relations | *Property Management | *Office Equipment Operation |

Experience Highlights

- *Word Processing, Transcription, and Data Entry
- *Manage and maintain executive schedules and make travel arrangements.
- *Open, sort, read, analyze, and distribute incoming correspondence, including faxes, mail, email, memos, and reports to determine their significance and plan their distribution.
- *Greet visitors, ascertain needs, and initiate access to other staff members.
- *Prepare responses to correspondence containing routine inquiries.
- *Schedule appointments, procedures, and obtain authorization for such.
- *Plan, organize and prepare agendas and take minutes for meetings and continuing education.
- *File and retrieve personnel documents, corporate documents, records, and reports.
- *Maintain insurance policies to include health insurance, liability, and workers compensation.
- *Maintain employee files to include time off reports, annual reviews and raises, disciplinary actions, benefit reports, and educational and licensing review.
- *Maintain workers' compensation files from initial injury to close and annual posting.
- *Review resumes, conduct phone and in person interviews, prepare employment files to include reference and background check, schedule and conduct orientation and training.
- *Maintain employee files to include promotions, pay raises, disciplinary actions, vacation, sick time, and LOA tracking, training, and license verification.
- *Schedule and conduct open enrollment with associates in group and one on one to update health benefit to include answering questions and explaining options.
- *Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing and spreadsheets.
- *Prepare weekly, quarterly, and annual reports and payroll.
- *Proficiency in managing accounts payable and accounts receivable, including reconciliation and research of charges, generating invoices and monthly statements for clients.
- *Perform property management duties to include preparing leases, move-in/out inspections, collecting rents, and scheduling maintenance.

Recent Employment History

Pelican LLC, Office Coordinator, October 2022 to current
FOX Factory, Office Manager, April 2019 to October 2022
Personnel Coordinator, Walmart August 2009 to April 2019
Office Manager, Las Vegas Tile Importers, October 2007 to May 2010

Skills and Training

Microsoft OS and Programs; Google Suite; E-Verify; Resident Producer (Health, Life, Casualty, Property)