

Jennifer Paige Lieske
6896 Lockridge Drive
Atlanta, Georgia 30360
404-229-1773 • paigeproctor@comcast.net

SUMMARY

Dedicated and technically skilled business professional with versatile management, leadership and administrative support skills developed through 20 years of experience as an Office Manager, Purchasing Manager, Sales Manager, Customer Service Manager, and I.T. Liaison. Excel in resolving employer challenges with innovation solutions, systems and process improvements proven to increase efficiency, productivity and profitability.

KEY SKILLS

Office Management
Project Management
Staff & Development Training

Inventory Management
Accounts Receivable
Acquisition Integration

Event Planning
Policies & Procedures
Proficient in MS Office

CAREER HISTORY

INHEALTH SYSTEMS & SERVICES

1996 – Present

Office/Purchasing Manager, 2011 – Present

I.T. Liaison & Database Manager, 2009 – Present

Sales Manager, 2011 – 2014

Customer Service Manager, 2005 – 2011

Sales / Customer Service Associate, 1998 – 2005

Administrative Support, 1996 – 1998

Managed two computer upgrades for internal office software during 2009-2010 and 2014, working closely with programmers and end users for data and modification migration. Provided training and ongoing support to all associates, including all training materials, acting as liaison between I.T. and staff.

Managed data and staff integration of three acquisitions during 2011 and 2014, working with acquired companies and staff for migration and successful implementation.

Responsible for ongoing management and support of internal office software and all necessary peripherals.

Established and maintain the inventory management system for the respiratory DME division, consisting of 38 client development managers working in 8 states.

Responsible for all Office & Purchasing Management including reception, AR preparation, inventory, building maintenance, event planning, and all administrative support, overseeing a staff of 6 employees.

Act as office liaison for Distribution Center operations, providing support for shipping and receiving, inventory management, production scheduling, and staff communications.

Successfully managed sales & support of acquisition in Ohio during 2011-2014, maintaining and exceeding revenues of 2.2 million per year.

Implemented and managed Customer Service Department 2005 - 2011, working with a staff of 5 associates and instituting our policies and training.

Established and managed outside sales territory in North Carolina 2000-2003.

RECOGNITION

Awarded the Mary Lois Moore Award for Excellence in 2009 and 2011.

Awarded the President's Round Table for Sales/Customer Service Excellence in 1999, 2000, 2003, and 2005.

REFERENCES

Available upon request.