

# Jennifer Carlyon

## Office Manager

Lake Worth, FL 33463

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561-267-2546

- Seeking Remote Position\*\*\*

Professional career minded individual seeking a remote accounting position with a stable company offering room for professional growth. Although my specialty is Automotive Accounting, my management experience in retail and hospitality makes me an ideal candidate for many different positions. I am able to learn new tasks with ease and am confident in my ability to meet or exceed the expectations placed upon me. With a positive attitude and helpful nature, I am a welcome addition to any team.

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### Accounts Payable Clerk

Grieco Mazda of Delray Beach

December 2019 to March 2020

Full cycle Accounts Payable Administrator using CDK with AP Assist, NVoicePay.

### Payroll Administrator

Robert Half - West Palm Beach, FL

September 2019 to December 2019

Temporary Payroll Administrator

Temporary Accounts Payable Clerk

### Human Resources/Payroll Administrator

Greenacres Nissan - Lake Worth, FL

September 2017 to July 2019

ADP Payroll Plus/CDK Administrator for 65 employees with high turnover. Hourly, salary, commissions and bonuses, as well as T&E reimbursements. Duties include pre-employment background screening, hiring paperwork. Inputting new hires, benefits and deductions, 401k, FMLA. Maintaining confidential files, processing separations. Addressing employee concerns.

### Accounts Payable Supervisor

Napleton's North Palm Auto Park (multi-company) - Lake Park, FL

October 2009 to April 2017

Full cycle AP/AR including vendor set-up, verify and post invoices to CDK accounting software.

Reconcile to vendor statements, batch check runs. Expense/Advertising accruals. Assist with month-end close. Process and file 1099s. Receivables and collections. Train and supervise accounting clerks.

## **Accounts Payable / Bookkeeper**

AutoNation - West Palm Beach, FL

March 2000 to April 2009

Full cycle AP, bank deposit and reconciliation, clean accounting schedules, order office supplies, maintain document storage and destruction.

## Education

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### **Social Sciences**

County College of Morris - Township of Randolph, NJ

### **High school or equivalent**

Dover High School - Dover, NJ

## Skills

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- Accounts Payable
- Payroll
- Accounts Receivable
- Bookkeeping
- Office Management
- Scheduling
- Word
- Accounting
- Human Resources
- Microsoft Office
- Outlook
- Receptionist
- Data Entry
- Microsoft Excel
- Time Management
- Accounting Software
- Word Processing
- 10 Key Calculator
- Microsoft Outlook
- Typing
- General Ledger Accounting

## Assessments

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### **Logic & Critical Thinking — Expert**

July 2019

Using logic to solve problems.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/21afd3a16f748d40f1a4d13fc5dffa28eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/21afd3a16f748d40f1a4d13fc5dffa28eed53dc074545cb7)

## **Scheduling Skills — Highly Proficient**

July 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/23be98dd9a4c51c43d15d5dc22501957eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/23be98dd9a4c51c43d15d5dc22501957eed53dc074545cb7)

## **Administrative Assistant — Expert**

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0369e829e42cce966004611e8633940eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0369e829e42cce966004611e8633940eed53dc074545cb7)

## **Accounting Skills: Bookkeeping — Highly Proficient**

October 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/012337ac7bea824395d7f2e2f14730adeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/012337ac7bea824395d7f2e2f14730adeed53dc074545cb7)

## **Filing & Organization — Expert**

July 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: <https://share.indeedassessments.com/attempts/603e6dd1fe536b5cc1edf1b05471868b>

## **Written Communication — Highly Proficient**

July 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: <https://share.indeedassessments.com/attempts/ada9475c13fa240cf13ec9c6f8a56ce7eed53dc074545cb7>

## **Attention to Detail — Highly Proficient**

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/50bc97fdbd9364dd141b22c4a25bd1b4>

## **Office Manager — Expert**

October 2019

Scheduling and budgeting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/9b8647f80890f6a9c8611cb6ef352422eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/9b8647f80890f6a9c8611cb6ef352422eed53dc074545cb7)

## **Scheduling — Highly Proficient**

July 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: <https://share.indeedassessments.com/attempts/918878fbf462797c29764e5c3ee45d8ceed53dc074545cb7>

## **Customer Focus & Orientation — Expert**

October 2019

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/f6382413ec7735072b6f2a918a62b5e0eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/f6382413ec7735072b6f2a918a62b5e0eed53dc074545cb7)

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## **Additional Information**

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Employee of the Year 2014