

Erin Mandala

Administrative Assistant at Austin Highland Dev. Co

Plainfield, IL 60586

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708-516-5754

I want to be able to utilize my knowledge I have gained over the years to better advance myself.

Work Experience

Administrative Assistant

Austin Highland Dev. Co - Willowbrook, IL

2000 to Present

- * Responsible for Accounts Payable/Receivable using QBO
- * Answering Multi-line Phones/Taking Messages
- * Bookkeeping/Reconciling bank statements
- * Handling all the incoming mail
- * Typing documents using Microsoft Office
- * Balancing month end ledgers

Education

BBA in Management

Robert Morris College - Orland Park, IL

1999 to 2002

Certifications and Licenses

Driver's License