

EMILY JEANETTE COFFEE

emilycoffee7@gmail.com

157 Sir Scott Road Athens, Georgia 30607

QUALIFICATIONS

Computer

Advanced knowledge and experience using various word processing, database, spreadsheet, and system programs, including MicroSoft Office (Word, Excel) and Adobe Creative Suite (Photoshop, Illustrator, PDF Tools).

Administrative

Detail oriented, with ability to routinely complete multiple and complex tasks in a timely manner. Excellent writing, communication, interpersonal, public speaking, and organizational skills. Extensive knowledge of modern office practices, procedures, methods, and equipment. Experience answering and directing incoming calls using a multi-line system.

Accounting

Considerable knowledge, education, and experience in accounting procedures following established accounting principles. Knowledge of various computer applications programs. Education and experience in daily journal and ledger entries, AR, AP, payroll, invoicing, bank reconciliation, payroll deductions and taxes, payroll tax reporting, and batch processing. Experience generating daily, weekly, monthly, year-end, and specialized reports and financial statements from manual and computer systems.

EDUCATION

Morehead State University, Morehead, Kentucky

12/86 **Master of Business Education Degree** 4.0 GPA

5/86 **Bachelor of Business Administration Degree** 3.8 GPA

Southern WV Community College, Williamson, West Virginia

5/84 **Associate of Science in General Business Degree** 3.5 GPA

5/84 **Associate of Science in Business Accounting Degree** 3.5 GPA

EXPERIENCE

Retired Administrative Secretary/Assistant University of Georgia 5/05 - 11/19

Duties included all administrative functions such as answering phones, creating, editing, printing and mailing letters and documentation, compiling of departmental program review and promotion and tenure information for professors, provided assistance to the Undergraduate Coordinator and undergraduate advisors, and coordinated the annual scholarship ceremony, Record keeper of procurement cards, photographer and photography editor, newsletter compiler, responsible for website news, and bookkeeping for alumni accounts, including check requests, deposits and reimbursements.

Adjunct Instructor, Office Technology	Athens Technical College	1/07 - 1/09
Staff Accountant (Temporary)	Directions, Inc.	9/04 - 2/05
Independent Contractor/Subcontractor	Trader Publishing	7/95 - 12/07
Assistant to Job Superintendent	CCC Builders, Inc.	1/97 - 7/97
Part-time Subcontractor	Newspapers Store Delivery	2/96 - 3/03
Convenient Store Manager	Golden Pantry	1/95 - 8/95
Inventory Control Project	Maverick Materials, Inc.	9/94 - 11/94
Full Charge/Payroll Bookkeeper	Athena Warehouse	9/93 - 7/94
Accounting Program Designer	Furniture Barn, Inc.	7/92 - 7/98
Business/Accounting/Computer Instructor	Interactive Learning Systems	9/90 - 5/93
Business and Secretarial Instructor	Academy of Business College	2/90 - 6/90
Business/Accounting/Computer Instructor	Montgomery Co. Vocational School	2/88 - 2/90
Economic Service Worker I	WV Dept of Human Services	12/81 - 1/85

REFERENCES AND ADDITIONAL INFORMATION AVAILABLE UPON REQUEST