

Amy Maynard

315 Governors Ave Trenton, OH, US 45067

Tel: (513) 800-3348

Email: apples3031@gmail.com

Profile: Organized, deadline-oriented, detailed professional with more than 6 years of working in Excel based programs, more than 4 years of QuickBooks experience, and two years of office management. Strong written and verbal communication skills in the workplace.

Job Objective: Dedicated administrative professional who is pursuing a Master's degree from SNHU in Business Administration with a focus in Human Resources. To present excellent customer service skills and extensive knowledge in AP and AR, working on spreadsheets for general knowledge, and payroll. Interested in opportunities in the administration side of things focusing on cost reduction, service, and office management.

Education: Southside High School Aug 1994 - May 1997 High School Diploma, General Graduated with honors from High School.

The Ohio State University Aug 1998 - Dec 2002 Bachelor of Arts, English And Literature I graduated from OSU with my BA in English and Literature.

Southern New Hampshire University- April 2019-Oct 2023 Masters Degree in Business Administration with a focus in Human Resources.

Experience: Southside Therapy Group Aug 2014 - Aug 2017 Insurance/Billing Specialist Verified insurances, scheduled patient appointments, worked on all AP/AR, worked with attorneys to verify information as well, answered patient billing questions also.

Sinkro Corp Aug 2014- Present Administration Plan and production schedule to coordinate with customer orders, print and make batch cards for production with our EMMS system, putting cost analysis together for our customers on the different types ink they buy, putting together sales reports, cost reduction reports, doing inventory, I do work with the accounting department entering accounts receivable and accounts payable. I speak to customers daily on their needs and I work to move freight via TPS, Broker, or direct daily to them. I done all BOL's handled lost loads, loads not on time, I also have my hazmat cert, so I could move hazardous loads, and knew the proper paper work. I also done all international shipping. I maintain all filing systems, copy, scan, fax, email

ABSC Recovery Feb 2019 to current- Office Manager. I do all AR and AP. I balance the books on a monthly basis for the accountant, I make sure that the monthly 941 Federal Tax payments are made, and filed with the IRS, I also make sure that state quarterly taxes are filed, I do payroll, and manage all personal files.

References: Steve Levasseur-Custom Logistics-513-254-5532, Teresa Ramsey-Pitt Ohio-513-484-6365, Tiffany Wallace - Procter and Gamble Interests-513-476-5476