

Lynnette Price

ADMINISTRATIVE PROFESSIONAL

Homosassa, FL 34446

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941-893-7005

Dedicated Administrative professional with a solid background in high-volume office environments focused on delivering exceptional clerical, bookkeeping and operational support. Personable, organized and communicative with friendly demeanor and sound judgment to handle diverse daily tasks with minimal oversight. Proficient in MS Office, QuickBooks, Citrix, Ariba, Kronos and other business software. Well-versed in managing an office, paperwork and project needs.

Authorized to work in the US for any employer

Work Experience

Travel Agent

World Travel Holdings

September 2019 to April 2020

Build new customer relationships by taking 1-2 inbound calls per hour.

- Be the "go to" Travel Agent your customers need by providing expert travel recommendations.
- Accurately book and confirm vacation reservations in a timely manner.
- Thoroughly conduct necessary follow-up to ensure customer needs are met.
- Consistently meet or exceed assigned sales goals and maintain productivity standards by executing sales strategies and call prioritization.
- Be engaged in team meetings and/or training sessions to build your knowledge base and awareness of company initiatives.

Branch Admin

ADT - Tampa, FL

January 2015 to June 2019

Spearheaded critical office tasks for commercial and residential security system company including filing, reporting, sales and service.

- Monitored supply inventory/purchasing for commercial and residential installs, and distributed critical information to all departments.
- Lead customer relations, and provided office support to the managerial team.
- Administered contract development and submission, as well as job closing.
- Streamlined collections process and control scheduling for commercial and residential security installations.
- Tracked all jobs pending and completed using the customer relationship management software tool.
- Recorded all customer payments in A/R that came to the branch.
- Administered HR responsibilities through branch.
- Played a key administrative role during the Protection 1 Security Solutions and ADT merger in September 2017.

- Supported operations for both companies in completing a smooth transition and change management initiatives.

Accounts Payable Clerk

Digital Lightwave - Saint Petersburg, FL

April 2014 to January 2015

Orchestrated all aspects of recording, processing, and reconciling A/P invoices.

- Collaborated with all internal departments and outside vendors to ensure the accuracy of invoices and payment amounts.
- Corresponded with vendors via phone or email and controlled document storage.
- Processed accounts and incoming payments in compliance with financial policies and procedures.
- Performed daily financial transactions, including verifying, posting, and recording A/Rs' data.
- Coded invoices, vouchers, expense reports, and check requests adhering to standard procedures.
- Calculated sales tax payments on a monthly basis.
- Applied advanced knowledge of A/P QuickBooks Enterprise Manufacturing and Wholesale 2014 software.
- Expedited journal entries, prepayments, accruals, and month-end reconciliations while administering budgets.

Bookkeeper

Iriss, Inc - Bradenton, FL

November 2013 to April 2014

Compiled financial data including compliant ledger and journal records.

- Diminished financial discrepancies by accurately recording and tracking expenses and income while organizing bank deposits and statements.
- Automated office operations, managing client correspondence, record filing and data communications.
- Handled cash and deposits using proper accounting procedures and documentation.
- Coded data processing accounting entries, daily receipts and payments in accordance with all company protocols.
- Tracked expenses and entered deposits into QuickBooks while reconciling monthly bank and credit card accounts to verify accuracy.
- Reported sales taxes by calculating requirements on paid invoices.

Bookkeeper/Sales

Bunkie Cribs - Nokomis, FL

February 2012 to June 2013

Automated office operations by managing client correspondence, filing, record tracking and data communications.

- Reconciled monthly checks for accurate bank statement distribution.
- Accurately tracked, verified and approved accounts payable and accounts receivable invoices and total balances into financial software, conducting monthly balance sheet reviews to reconcile variances.
- Reported sales taxes by calculating requirements on paid invoices.
- Provided every customer with professional and polite support for sales and service needs.

Office Manager

New Health Corp - Sarasota, FL

May 2009 to March 2012

Supported top talent identification processes by interviewing candidates and executing all HR steps, including on-boarding, orientation and benefits.

- Evaluated and identified ineffective workflow processes, implementing solutions to improve productivity and personnel performance.
- Oversaw training and daily performance of staff.
- Oversaw office financial management, including AP/AR and payroll administration.
- Served as main point of contact for outside vendors
- Handled supply purchases and inventory management for office operations and equipment maintenance.
- Managed daily operations within office by supporting continuous delivery of excellent services and care.

Office Manager

State Alarm/Intercept Security - Lutz, FL

November 2004 to March 2009

Automated office operations to manage client correspondence, record tracking and data communications.

- On-boarded, developed and supervised the daily activities of technician and administrative office personnel.
- Entered invoice data into the company's QuickBooks system and updated details, including customer contacts and delivery dates to keep information current.
- Communicated with customers to resolve inquiries, schedule appointments and address billing questions.
- Oversaw office financial management, including AP/AR and payroll administration.
- Managed daily operations within office by supporting continuous delivery of excellent services and care.
- Quoted and prepared proposals for security services.
- Maintained office supplies inventory by checking stock and ordering new supplies as needed.

Education

High school diploma

Skills

- Concur expense reporting
- Google
- Scheduling and calendar management
- Administrative Support
- Inventory control
- Computer proficiency
- A/P and A/R, Payroll and benefits
- Process improvements
- Accounts reconciliation
- Customer relations

- Time management ability
- Data entry
- Detail-Oriented
- Staff Development
- Organizing office catering
- QuickBooks (10+ years)
- Accounts Payable

Additional Information

Notary Public