

Joni Reddick

Graceville, FL 32440

jonireddick3_suf@indeedemail.com

3347974739

Dedicated and focused Finance Manager and Administrative Assistant who excels at completing multiple tasks simultaneously, and following through to achieve project goals. Has over 14 years' experience in administrative support, office management, and Human Resources. Answers a high volume of incoming calls while handling in-person inquiries from customers and colleagues. Knowledgeable in vehicle sales, financing, loan and warranty processing. Provides executive-level administrative support to the General Manager. Professional with academic and personal background in business and knowledge of office procedures. Flexible and hardworking with a strong drive to succeed.

#readytowork

Authorized to work in the US for any employer

Work Experience

Finance Manger/administrative Assistant

HENRY ARNOLD FORD COMPANY INC - Graceville, FL

June 2006 to Present

Increased revenue per contract through selling of extended service contracts, insurance, and other financial products.

Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.

Secured funding for the purchase of new and used vehicles through private lenders while coordinating the process with the sales manager.

Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.

Create, maintain, and enter information into computer database.

Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.

Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.

Handles all marketing programs through digital sources.

Complete Tag and Title work for sales customers.

Performs all administrative duties for the general manager.

Education

Master of Science in Human Resources Management

Florida Institute of Technology

2020

Bachelor of Arts in Interdisciplinary Studies

Florida International University - Miami, FL

2019

Associate of Arts in Liberal Arts

Gulf Coast State College - Panama City, FL

2016

Skills

- Clerical
- Writing
- Active Listening
- Customer and Personal Service
- Time Management
- Computers and Electronics
- Administration and Management
- Coordination
- Critical Thinking
- Judgment and Decision Making
- Personnel and Human Resources
- Complex Problem Solving
- Sales and Marketing
- Troubleshooting
- Business Knowledge
- Microsoft Office
- Inventory management
- Extended service contracts
- Interpersonal Skills
- Provide friendly personal service
- Bookkeeping
- Payroll
- Filing
- Documentation
- Proofreading
- Dedicated Team Player
- Recruiting
- Office Management
- Employee Orientation
- Sales Management
- Human Resources Management
- Accounts Payable
- Performance Management
- Interviewing
- QuickBooks
- Project Management
- CRM Software
- Salesforce

Assessments

CRM Skills with Salesforce — Highly Proficient

May 2020

Knowledge of Salesforce objects, fields, and processes.

Full results: https://share.indeedassessments.com/share_to_profile/30b424d9cb07ce286ee981a8fea267d9eed53dc074545cb7

Management Fit — Familiar

May 2020

Measures the traits that are important for success in management positions.

Full results: <https://share.indeedassessments.com/attempts/cafa1634b1808927a33b48e1e8b5e27e>

Management & Leadership Skills: Impact & Influence — Proficient

May 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives.

Full results: <https://share.indeedassessments.com/attempts/67d9a127ac79f3ef80bd47f674690ffdeed53dc074545cb7>

Accounting Skills: Bookkeeping — Completed

May 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/aa1a2dd0f11ef14b3fae3e2abc2ca839eed53dc074545cb7

Attention to Detail — Highly Proficient

April 2020

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

Full results: <https://share.indeedassessments.com/attempts/72e72af9d72944c202f3389000e726e9eed53dc074545cb7>

Customer Focus & Orientation — Highly Proficient

May 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/b0098a71543f49ff0c01ed269eed5079eed53dc074545cb7

Administrative Support — Familiar

April 2020

Using basic scheduling and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempts/aa3e532bb61a288e21c0c8558309b0ddeed53dc074545cb7>

Basic Computer Skills: PC — Familiar

May 2020

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: https://share.indeedassessments.com/share_to_profile/4ecab4f7fa57ee632e39ab22397b0ec1eed53dc074545cb7

Office Manager — Familiar

April 2020

Scheduling and budgeting.

Full results: <https://share.indeedassessments.com/attempts/b4c4cbb5131fe468cb895c1658ca3342>

Spreadsheets with Microsoft Excel — Completed

April 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/584cc49d5d13b7769edde7930047592eed53dc074545cb7>

Call Center Customer Service — Highly Proficient

April 2020

Applying customer service skills in a call center setting.

Full results: <https://share.indeedassessments.com/attempts/3a52edd3fbd19af7a9c949052d487d36eed53dc074545cb7>

Retail Customer Service — Familiar

May 2020

Comprehending and responding to retail customer needs.

Full results: <https://share.indeedassessments.com/attempts/cf2f51d2a95357dc141f1f86b80cf3eceed53dc074545cb7>

Logic & Critical Thinking — Familiar

May 2020

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_to_profile/6d9664b6ef62a71b66ca2623d7b3d2d3eed53dc074545cb7

Administrative Support Professional Fit — Proficient

May 2020

Measures the traits that are important for successful administrative support professionals.

Full results: <https://share.indeedassessments.com/attempts/9ec0092d016bc5131eb2702a0b230110eed53dc074545cb7>

Customer Service — Proficient

April 2020

Identifying and resolving common customer issues.

Full results: https://share.indeedassessments.com/share_to_profile/68a7a2ed053c6e753419e90407b2e0f6

Sales: Influence & Negotiation — Proficient

April 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: <https://share.indeedassessments.com/attempts/b670ec85b6611aecf0c605ad735c77c4eed53dc074545cb7>

Active Listening — Completed

April 2020

Actively listening and appropriately responding in conversations.

Full results: <https://share.indeedassessments.com/attempts/2958578bb6e437e1c6f74222cec0d0a0eed53dc074545cb7>

Human Resources Skills: Compensation & Benefits — Familiar

April 2020

Knowledge of compensation and benefits programs.

Full results: https://share.indeedassessments.com/share_to_profile/f93806343a6999928ee3ea36e667a208eed53dc074545cb7

Working with MS Word Documents — Completed

April 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: <https://share.indeedassessments.com/attempts/12282406ce8850550f3a486a45b9e04ceed53dc074545cb7>

Management & Leadership Skills: Planning & Execution — Familiar

April 2020

Planning and managing resources to accomplish organizational goals.

Full results: <https://share.indeedassessments.com/attempts/2ed491cae8d4ab1f73c1d47f87f7dd66eed53dc074545cb7>

Recruiting — Proficient

April 2020

Managing the candidate sourcing and selection process.

Full results: https://share.indeedassessments.com/share_to_profile/516188bcf8991fadfc87a33f64206cb2eed53dc074545cb7

Sales Fit — Proficient

April 2020

Assesses personality traits that are important for sales roles.

Full results: https://share.indeedassessments.com/share_to_profile/fc9ac0d65097ea1ca4dd32d63da22eb8eed53dc074545cb7

Administrative Support — Proficient

May 2020

Using basic scheduling and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempts/56723a36509785eb77a403563fc6750eed53dc074545cb7>

Spreadsheets with Microsoft Excel — Completed

April 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/584cc49d5d13b7769edde7930047592eed53dc074545cb7>

Attention to Detail — Highly Proficient

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Full results: <https://share.indeedassessments.com/attempts/72e72af9d72944c202f3389000e726e9eed53dc074545cb7>

Home Health Aide Skills — Highly Proficient

May 2020

Providing care to patients in a home setting.

Full results: <https://share.indeedassessments.com/attempts/86d247dab01bd885726ddcfa783e20daeed53dc074545cb7>

Sales: Influence & Negotiation — Proficient

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Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: <https://share.indeedassessments.com/attempts/b670ec85b6611aecf0c605ad735c77c4eed53dc074545cb7>

Customer Focus & Orientation — Highly Proficient

April 2020

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/cbaf6ab1d4b8467121326ea9b35d0a5ceed53dc074545cb7>

Call Center Customer Service — Highly Proficient

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Human Resources Skills: Compensation & Benefits — Familiar

April 2020

Knowledge of compensation and benefits programs.

Full results: <https://share.indeedassessments.com/attempts/f153d95870d68baa5364043028e8cfdfeed53dc074545cb7>

Verbal Communication — Highly Proficient

April 2020

Speaking clearly, correctly, and concisely.

Full results: <https://share.indeedassessments.com/attempts/f14b9eeb49c8067681a96c4a47a51b9ceed53dc074545cb7>

Marketing — Completed

May 2020

Understanding a target audience and how to best communicate with them.

Full results: <https://share.indeedassessments.com/attempts/96ff14b7ac31bc55cbcf0e6b1a3b83b5eed53dc074545cb7>

Graphic Design — Completed

May 2020

Using graphic design techniques and producing visual media to communicate concepts.

Full results: <https://share.indeedassessments.com/attempts/7423575809a3041176c300b668b5987ceed53dc074545cb7>

Customer Focus & Orientation — Highly Proficient

April 2020

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/cbaf6ab1d4b8467121326ea9b35d0a5ceed53dc074545cb7>

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