

Stephanie Reidinger

Office & Administrative Guru, "Hostess with the Mostess", Events Extraordinaire.

Manchester, CT 06040

stephaniereidinger5_a33@indeedemail.com

(484) 769 - 2496

Willing to relocate: Anywhere

Work Experience

Office Manager

DIAMOND RIDGE - Troy, NY

January 2018 to March 2019

- Oversaw Expenditures On \$100k+ Budget
- Managed New Hire Process From Recruitment Through Onboarding
- Processed Payroll Weekly For Up To 30 Employees
- Reduced Bad Debt By Over 60% In 6 Months
- Certified as Community Team Lead

Enrichment Coordinator

DIAMOND RIDGE - Troy, NY

September 2016 to December 2018

- Coordinated, Planned, and Prepared Daily Events and Activities For Groups Of Up To 100 From Conception To Completion
- Increased Participation Numbers By Over 50%
- Drove Sales Up 25% Through Marketing Events
- Garnered Attention Via Social Media Posts
- Composed Monthly Newsletter Distributed To 100+

Activities Coordinator

The Lutheran Home at Topton - Topton, PA

January 2016 to August 2016

- Revamped Activities Calendar Offerings With 20+ New Programs
- Organized Monthly Meetings With Leadership
- Increased Activity Attendance By 30%
- Managed Budget Expenses For Personal Care Department

Education

Bachelor's in Anthropology

Millersville University - Millersville, PA

August 2008 to May 2012

Bachelor's in Psychology

Millersville University of Pennsylvania - Millersville, PA
August 2008 to May 2012

Skills

- Event Planning (6 years)
- ADP (1 year)
- Payroll (1 year)
- Vendor Relations (3 years)
- Human Resources (2 years)
- Written Communication (6 years)
- Telephone Skills (6 years)
- Group Facilitation (6 years)
- Office Management (1 year)
- Relationship Management (6 years)
- Team Building (2 years)
- Ariba (3 years)
- Spss (1 year)
- Newsletters (4 years)
- Scheduling (1 year)
- Supply Chain Management (1 year)
- Budget Management (4 years)
- Publisher (6 years)
- Powerpoint (6 years)
- Word (6 years)
- Excel (3 years)
- Billing
- Accounts Payable
- Receptionist
- Data Entry

Links

<http://www.linkedin.com/in/stephaniereidinger>