

Laura Ordaz

Office Manager, Bookkeeper, Administrative Assistant, Human Resources, Life Insurance Agent

Lodi, CA

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(209) 747-2614

To strive to be a valuable asset to your company by using my skills acquired by my work experience.

Work Experience

Bookkeeper/Admin Assistant

JBT Property Management - Lodi, CA

September 2018 to 2019

Bookkeeping for multiple entities

Working with remote Executives & Customers

Quickbooks online

Bank Reconciliations

Workers Comp Report

Accounts Payable and Receivable

Excel Reports

Payroll

Some month and year end reporting

Some tax preparation

Working with OnSite/RealPage

Keeping Google Drive & Office 365 virtual filing

Administrative Duties

Office Management

HR Duties

Life Insurance Agent

New York Life

June 2016 to May 2017

Networking

Cold Calling

Event Planning

Scheduling

Meeting with clients and potential clients

Assessing needs and providing best solutions

Office Manager

Solar City - Stockton, CA

April 2013 to June 2016

Responsibilities

Human Resources

- # Payroll
- # Expense Reports
- # Data Entry
- # Excel Reports
- Fleet Management

- # Travel Arrangements
- Direct assistant to the Operatiins Manager
- Assisting Warehouse and sales managers
- # Managing office staff & installers
- # A/P & A/R
- # Marinating Office budget

Office Manager

Synergy Companies - Lodi, CA
February 2012 to April 2013

- # Human Resources
- # QuickBooks
- # Administrating Energy Upgrade California Energy Upgrade CA Program
- # Energy Upgrade California Rebates
- # Job Scheduling
- # Telemarketing
- # Invoicing & A/R
- # Managing office staff & technicians
- # Working with different financing programs

Administrative Assistant / Sales Rep

Chappell Transport Inc - Lodi, CA
October 2007 to May 2011

- # A/P and A/R
- # Quick books
- # Answering Phones and Customer Service
- # Light Dispatching
- # Invoices and Billing
- # Bookkeeping
- # Payroll
- # Sales Rep at Car Auctions
- # General Office Work

Receptionist

Wood Crafters Inc - Acampo, CA
April 2007 to September 2007

- # Answering Phones
- # Posting Bills, Invoices, Purchase Orders, Entering Time Cards
- # Ordering Materials and Supplies

Clerk II

CB Merchant Services - Stockton, CA

April 2002 to April 2006

- # Data Entry, Answering Phones, Customer Service
- # Taking /Posting payments, Calling Clients, Skip Tracing
- # Verifying Information/ References

Education

High school or equivalent

Skills

- Quickbooks
- Bookkeeping
- Accounts Payable
- Microsoft Office (10+ years)
- Accounts Receivable
- Onsite/ Real Page
- Google Docs
- Office 365

Certifications and Licenses

Notary Public

Additional Information

Skill Profile:

- Bookkeeping, Human Resources, QuickBooks, Excel, Word, Outlook, Great Phone Etiquette