

Kelly Batchelor

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High integrity business associate seeks to fulfill a long term position that promotes excellence utilizing my business experience, education, and professional training in a positive, critical, and challenging environment.

Work Experience

Office Manager

Independence Planning Group - Pottstown, PA

May 2010 to Present

Provide direct administrative support to top level financial advisor team

- ❖ Calendar Management
- ❖ Customer/Client Service
- ❖ Bookkeeping/Payroll
- ❖ Compliance
- ❖ Supply ordering and vendor management
- ❖ Processing applications for life insurance, investment accounts, retirement accounts, and service requests
- ❖ Updating and maintaining client database

Production Manager

The Brandmarket Inc - North Lauderdale, FL

August 2007 to October 2008

Maintain all functions of production working directly with Principal/Owner

- ❖ Order Tracking
- ❖ Logistical Coordination
- ❖ Creatively take clients "wants" and develop them into "needs"
- ❖ Utilize promotional marketing software such as ESP and Logo mall
- ❖ Manage substantial orders for prominent clients such as ESPN, ABC, and other customers
- ❖ Develop quotes & idea lists to show various products to match clients' interest
- ❖ Follow up on all in house orders while developing and initiating new jobs
- ❖ Generate purchase orders, invoices, packing slips and other critical tasks to fulfill each order
- ❖ Create virtual layouts to express product details when branded

Intern

LRC International - West Chester, PA

January 2006 to May 2006

Responsible to oversee mission critical daily business functions

- ❖ Perform all administrative/office functions
- ❖ Maintained elaborate database management system following "best practice" methodology

- ❖ Excelled at managing executive travel schedules under adverse conditions of constantly shifting priorities on an international scale
- ❖ Served as Executive Assistant to the President of firm

Waitress, Trainer, Bartender

Winner's Circle Sports Grille - Exton, PA

February 2003 to May 2006

Lead employee groups in fast paced high demand 500+ seat facilities

- ❖ Entrusted as lead trainer of dozens of new hires

Education

B.S. in Marketing

West Chester University of Pennsylvania - West Chester, PA

May 2006

Skills

- Excellent written/verbal communication
- Time management techniques
- Proficient in Microsoft suite of productivity tools.
- Interpersonal/organizational skills
- Account Management
- Branding/Promotions
- Strong attention to detail
- Purchase Orders/Invoicing
- Market Research
- Quickbooks
- Exceptional customer relations skills
- 84 WPM
- Pleasant and professional phone manner
- Public Notary
- Administrative Duties OTHER
- Degree Honor-Cum Laude
- Parishioner of Sacred Heart Church in Royersford
- Calendar Management
- Vendor Management
- Personal Assistant Experience
- Payroll
- Accounts Receivable
- Office Management
- Digital Marketing
- Event Planning
- Bookkeeping
- Customer Service (10+ years)

Additional Information

Public Notary