

Lisa Stokes

Experienced in Office Management

Artesia, CA 90701

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Authorized to work in the US for any employer

Work Experience

Office Manager

Bonded Roofing, Inc. - Signal Hill, CA

September 2015 to Present

Process payroll and handle bank reconciliation. Process credit card payments. Generate invoices and I do all the job costing. As well as various office task, such as answering the phones speaking to customers, sending and receiving faxes and emails among other things.

Coach Operator

Orange County Transit Authority - Orange, CA

June 2007 to May 2014

Assisted customers with boarding and payment. Became a key resource for sales of daily passes and resource books.

School Bus Driver

Atlantic Express - Long Beach, CA

August 2003 to June 2007

Transported students from their homes to school. Never missed a day of school.

Security/ Inventory Checker

Guardsmark - Gardena, CA

July 2006 to March 2007

Secured premises of the Coca Cola warehouse. I made sure that the items being placed on truck were accurate and the quantity was correct. This gained more efficiency which led to more sales for the drivers.

Education

Bachelors of Art in Sociology

California State Dominguez Hills - Carson, CA

2011 to 2013

Bachelors of Science in Public Administration

California State University Dominguez Hills - Carson, CA

2013

Skills

- Quickbooks (3 years)
- Billing
- Scheduling
- Payroll
- Accounts Payable
- Data Entry
- Human Resources
- Microsoft Excel (3 years)
- Microsoft Office (10+ years)
- Office Management (3 years)
- Customer Service (10+ years)
- Typing (10+ years)
- Accounts Receivable
- Bank Reconciliation
- Bookkeeping

Certifications and Licenses

Class B CDL

Driver's License

Additional Information

- * Congenial and enthusiastic contributor and supporter of team goals
- * Knowledge of office practices and procedures
- * Strong attention to detail, great math skills and enjoys working with numbers
- * Excellent analytical, organizational and communication skills
- * Proven ability to prioritize and handle multiple tasks in a challenging environment

Computer Skills

- * Windows Vista, Windows XP, Mac
- * Access, PowerPoint, Word, Excel
- * Basic computer hardware assembly and component/device replacement
- * Learns new software applications quickly

Other Skills

Types 40 WPM and excellent 10 key calculator skills
Commercial driver's license