

Kelly Laimbeer

Tampa, FL

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(248) 515-9125

Authorized to work in the US for any employer

Work Experience

OFFICE MANAGER/BENEFITS SPECIALIST

WebstaurantStore - Tampa, FL

October 2019 to Present

- Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts and office systems.
- Point person for maintenance, shipping, supplies, office equipment & bills.
- Provide general support to visitors.
- Perform coordination, review & analysis of special projects and keep management properly informed.
- Planning and execution of all company events
- Respond to employee inquiries requiring knowledge about benefit programs, services and plans.
- Explain updates and changes to benefits programs to employees.
- Assist employees to making adjustments to benefits plans as permitted.

ADMINISTRATIVE ASSISTANT

WebstaurantStore - Tampa, FL

July 2018 to October 2019

- Answer and direct phone calls.
- Arranging meetings & appointments.
- Ensure smooth daily office operation
- Handle multiple office projects
- Maintaining all office equipment & coordinating necessary maintenance.
- Planning and execution of all company events.

OFFICE ADMINISTRATOR

Nuviva Medical Weight Loss - Tampa, FL

September 2016 to May 2018

- Scheduling appointments for patients, physicians, coworkers & CEO.
- Checking in all patients & visitors.
- Process all charges for patient visits & medications.
- Plan, organize & execute bi-monthly health seminars.
- Handling heavy phone volume, marketing projects, and financial record-keeping

CUSTOMER CARE MANAGER

Caite Inc - Tampa, FL

March 2016 to September 2016

- Sustaining quality customer service by enforcing customer service standards.
- Analyzed and resolved any customer service problems.
- Heavy customer service, input/processing orders, shipping and inventory tracking.
- Managing and training employees.
- Planning and monitoring daily tasks of all employees.

CUSTOMER CARE ASSOCIATE

Caite Inc - Tampa, FL

October 2015 to March 2016

- Order input/processing & shipping.
- Social media posting.
- Inventory tracking.
- Answering & directing phone calls.

RECEPTIONIST

National Realty Centers

July 2011 to August 2015

- Setting and confirming appointments,
- Office projects including but not limited to data collection & entry, marketing projects and administrative work.
- Answering and directing phone calls.

CUSTOMER SERVICE REPRESENTATIVE

JABS GYM

August 2013 to January 2015

- Selling memberships and class packages
- Nutritional guidance/meal planning assistance
- Light cleaning
- Inventory tracking.
- Answering & directing phone calls.

Education

Associate of Science in Science

Schoolcraft College

2014

Skills

- Data-Entry
- Typing
- Filing
- Receptionist
- Scheduling
- Billing
- Microsoft Office

- Benefits Administration
- Organizational Management