



Adaptable professional with experience in facilitating support services and office management. Recognized as an efficient team player with a proven ability to organize and prioritize work in a variety of environments.

Trusted advisor, liaison and assistant to upper management. Particularly interested in client/hospitality management.

Specialties: Interior design, facilities management, hospitality, horticulture.

Professional Experience

September 2007 to September 2010

Office Manager

Little Springs Design

- Managed facilities: decor, housekeeping and maintenance.
- Verified payroll, confirming special paychecks, bonuses and reimbursements, including health insurance contributions and HSA withholdings.
- Support for office staff, including sales & marketing team.
- Provided hospitality support for client events, catering & conference planning.
- Switchboard operator, data entry, filing.

March 2004 to June 2006

Office Assistant

Suburban Lawn and Garden

- Certified Missouri & Kansas "Call before you dig" utility locator.
- Trained new employees in yard waste recycling center operations.
- Managed office mail, operated switchboard, clerical support for staff.
- Retail store cashier.

March 2003 to September 2003

Clerical Support Staff

Manpower Office Professionals (Contract)

- Clerical support for a national mortgage company.
- Log loans for junior processing department.
- Audit log and create daily compliance emails for loan counsellors.
- Designed and maintain daily worksheet detailing non-compliance.
- Document loan status, monitor and record daily workflow.
- Assist other departments as needed.

Education

1997 – 1998

Customs Administration, Law & Justice
Fleming College