

CAREER PROFILE

- Over nine years of executive support, administration, customer relations and communications experience.
 - Expertise in delivery of highest quality executive support.
 - Facilitate special projects, process improvement, planning and scheduling, as well as corporate events.
 - Knowledgeable in financial control functions including A/R, A/P, invoicing, bookkeeping, financial statements, payroll and taxes.
 - Expertise in unit operations management.
 - Knowledgeable in scope of work and contract issues.
 - Outstanding communications and presentation skills.
 - Proficient in advanced software applications including all MS Office Suite programs, ACT and QuickBooks.
 - Skilled in policy/procedures development and execution.
 - Well-organized multi-tasker with strong detail orientation and time management abilities.
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PROFESSIONAL EXPERIENCE

Palace Homes, Inc., Colorado Springs, CO

June 2008 – Present

Office Manager

- Recruited to oversee financial control function.
- Facilitate development of custom home options and selections.
- Actively support company in driving revenue growth by collaborating with president in contract draw-ups and closings.
- Manage payroll, taxes and bookkeeping.
- Originate monthly financial statements.
- Administer invoicing, A/R and A/P.
- Coordinate with vendors in cost estimates and planning.

24Hour Fitness, Colorado Springs, CO

February 2005 – June 2008

Operations/Service Manager (2006-2008)

- Promoted to manage 46,000 square foot fitness center.
- Facilitated daily operations including front desk, kids' club, equipment and maintenance.
- Initiated group aerobics program including coordination with Area Aerobics Manager.
- Originated employee scheduling and shift hours.
- Administered payroll, inventory, bookkeeping and documentation.
- Recruited, trained and developed staff.
- Drove daily production to achieve revenue goals.

Front Desk Supervisor/Assistant Operations Manager (2005-2006)

- Advanced to assistant after exceptional success in earlier role as fitness Counselor.
- Assumed front desk management duties while simultaneously assisting comprehensive operations activities.

Fitness Counselor (2005)

- Recruited to prospect, deliver sales presentations and sign-up new members.
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EARLIER BACKGROUND

During 2000-2004, served as Assistant Store Manager, 7-Eleven, San Diego, CA. In this assignment, gained expertise in unit operations, financial control, merchandising, sales, staff development, supervision and customer service.

EDUCATION

Pikes Peak Community College, Colorado Springs, CO
Associate of Science, Business Management.