

Elizabeth R. MCKINNEY**OFFICE ADMINISTRATION | ACCOUNTS PAYABLE/RECEIVABLE**

Senior Administrative Assistant with 6+ years of experience managing business administration and special projects. Serve as primary point of contact; highly organized and detailed. Maintain excellent written and oral communication skills, problem resolution abilities and a high degree of confidentiality. Work especially well in fast-paced and constantly changing environments. Equally effective with sophisticated IT tools, advanced word processing and spreadsheets.

CORE COMPETENCIES**Accounts Payable**

- Managed manufacturing accounts payable; reduced 350 invoicing down to zero in less than three weeks.
- Created and maintained cohesive and productive work environment, ensuring office timeliness and efficiency.

Organization & Administration

- Prepared office for daily business, including office opening, financial arrangements and supplies procurement.
- Coordinated business meetings and corporate social functions, including travel and logistics.
- Responded to high volume of telephone inquiries with courtesy and professionalism, referring callers to informational website and other appropriate resources.
- Provided management support to 400 employees in corporate presentations, organizational charts, sales forecasts, weekly goal charts, financial spreadsheets, correspondence and other special projects.
- Managed personnel training, scheduling, payroll and supervision during tenure with U.S. Army Intel. unit.

Customer Service

- Initiated and promoted home-goods and convenience dining to attract and serve guests, while attending college.
- Established friendly and professional atmosphere that promoted attentive customer service.
- Generated return customers by offering attentive and personalized service.
- Trained new associates; functioned as lead representative and assured consistent service quality.

PROFESSIONAL EXPERIENCE

Creative and Content Developer

LizziVanDess.com

04/02—Present

Bedding Accounts Payable Coordinator (contracted)

Ashley Furniture HomeStores, Ltd. | Brandon, FL

06/14—03/15

Sales and Customer Service Professional

Kirkland's, Inc.; Subway, Inc.; Speedway, Inc. | Tallahassee, FL

06/06—12/10

Battalion Schools and Qualifications Coordinator

U.S. Army | Fort Stewart, GA

11/99—04/02

EDUCATION

A.A. in Interior Design and Creative Writing

Hillsborough Community College | Brandon, FL

08/13—04/15

A.A. in Interior Design and Creative Writing

Tallahassee Community College | Brandon, FL

08/11—08/13

COMPUTER & TECHNOLOGY

Windows, Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook Express; Adobe Illustrator, Photoshop, Dreamweaver, scanning technology, HTML/CSS, website development, Internet, PHP, JavaScript, SQL, Onbase

HONORS & PROFESSIONAL AFFILIATION

Certificate for Outstanding Performance of Duty | U.S. Army | 2002
Student Government Senator | Tallahassee Community College | 2010 and 2011
Math & English Tutor | Tallahassee Community College | Florida State University | 2013
Support Group Facilitator | Women's and All Gender Mental Health | 2011—Present