**Sue B. Pelot CAP-OM**

**404-392-6692**

[**virtualexecutiveassistantatl@gmail.com**](mailto:sue.pelot@gmail.com)

|  |
| --- |
| **PROFESSIONAL Experience** |

**Virtual Executive Solutions, LLC - Current**

***Sr. Executive Director / Administrative Assistant***

* A/R, A/P, Bank Reconciliation, and Job Costing using QuickBooks
* Payroll and Human Resources

**Anesthesia Healthcare Partners, Duluth, GA (03/05/13 – 06/24/14)**

***Executive Assistant to VP of Operations & Director of Operations/Credentialing Coordinator***

* Prepare correspondence and presentations
* Compile special reports including operations and financials.
* Resolve billing issues between sites and billing department.
* Coordinate air travel, lodging, and auto rentals
* Trade Show / Event Planning
* Assist in New Business Development
* Credentialing Coordinator
  + Credential new providers for appointment at sites.
  + Maintain software system with current credentials.

**Arbonne International (01/07/2007 - Current**

***Independent Consultant / Executive District Manager***

**Force Marketing / Fitzpatrick Advertising, Alpharetta, GA (09/10/2007 – 03/01/2012)**

***Controller/HR Director – Reported directly to CFO and President***

* Handled all Contract Management; Retainer Billings and Collections;
* Developed rapport with customers through email correspondence and phone;
* Developed corporate financial structure
  + Reconciled bank accounts and prepared financial reports
  + Managed cash flow and conferred with CFO on daily basis
  + Managed Accounting Dept., ensuring accurate reporting and proper entries to accounts;
* Human Resources: Developed, managed, and implemented the HR programs, policies, and procedures in support of organizational objectives and compliance with state and federal laws.

**Arbonne International (01/07/2007 - Current**

***Independent Consultant / District Manager***

* Promote healthier alternative to wellness and personal care products
* Building a network of educated consumers

**Bio-Medical Services, Inc. Suwanee, GA (08/16/1999 - 09/01/2007)** – Owner retired / Company sold

***Executive Assistant to President and CEO/Office Manager***

* Assisted in responding to RFP’s and preparation of bid packages and Contract preparation
* Prepared P&L Analysis using QuickBooks Pro 2006 interface with Excel
* Meeting arrangements including attendees, location, time and travel
* Created Agendas for Department Head Meetings; Distributed Minutes
* Responsible for office staff overseeing smooth daily operations and productivity.

***Human Resources Director***

* Responsible for all HR functions including hiring and termination procedures, payroll, benefits, workers' compensation, and employee handbook.

***Accounts Receivable Manager***

* Responsible for all contract and non-contract customer billing and collections.
* Data Entry using software program designed specifically for industry. Instrumental in designing this program.

**SKILLS**

Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher) and Lotus Notes.

QuickBooks Pro 2008; 2010; 2013 Contractors Edition; Med-Kinetics Medical Software.

|  |
| --- |
| **EDUCATION** |

**State University of West Georgia, Carrollton, GA**  
Carrollton, Georgia   
  
**CAP-OM (Certified Administrative Professional-Organizational Management) 05/20/2004)**

Obtained Certification through IAAP (International Association of Administrative Professionals). Coursework included Office Systems & Technology, Office Administration, and Organizational Management. Recertification - May, 2010

**Payroll Law 2011 – Fred Pryor – April 2011**

**PROFESSIONAL MEMBERSHIP**

Member of IAAP (International Association of Administrative Professionals) – Gwinnett Chapter

Past President, Vice President, Secretary, and current Treasurer of Gwinnett Chapter

Membership, Ways & Means, Member of the Year, Webmaster, Finance, and Sunshine Committees

Voted Member of the Year 2010

Member of SHRM (Society of Human Resource Management)

|  |
| --- |
| **references** |

Available upon request