

RESUME

Christine M. Gdovic

Online Business Manager/ Virtual Assistant

PROFILE

Address

4804 Powner Court
Williamsburg, VA 23188

Phone

757-524-0211

Email

christine@
premiervirtualsupport.com

SKILLS

- Office Management
- Data Entry
- Purchasing
- Microsoft Word/Excel
- Invoicing
- Accounts Payable
- Accounts Receivable
- Email Management
- Calendar Management
- File Maintenance
- Office Organization
- Collections

JOB EXPERIENCES

- | | |
|---------------------|---|
| 2012-Present | Southern Payrolls, Inc
Office Manager/Coordinator |
| 2006 - 2012 | Williamsburg Environmental Group, Inc
A/R, A/P & Billing Accountant |
| 2004 - 2006 | Pinto Family Chiropractic
Office Manager |
| 1997 - 2004 | ComServe Corporation
Accounts Receivable Specialist |
| 1996 - 1997 | APAC
CSR |
| 1993 - 1996 | The Music Group
Assistant Manager |

EDUCATION

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| 1994-1996 | Thomas Nelson Community College
Accounting |
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