

# TIFFANY MILLS

## OFFICE ADMINISTRATOR

### SUMMARY

Detail-oriented and highly organized administrative professional with over 20 years of experience in office management and executive support. Proven ability to streamline processes, enhance productivity, and maintain effective communication across departments. Proficient in Microsoft Office Suite, project management tools, and customer relationship management (CRM) software.

- **Strategic:** Led a high-performing customer service team to streamline workflows, boosting operational efficiency and reducing response times by standardizing procedures.
- **Proactive:** Engaged daily with customers to coordinate signups and resolve overdue accounts, directly contributing to improved client satisfaction and stronger payment compliance.
- **Methodical:** Developed and implemented office management systems and procedural documentation, enhancing organizational clarity and daily operational flow.
- **Comprehensive:** Managed full-cycle accounting responsibilities—including payroll, accounts payable/receivable, and quarterly tax filings—ensuring accuracy, compliance, and timely reporting.

### WAYS I STAND OUT

- Remain current on the evolving applications of AI in business operations, with a strong understanding of how AI tools can enhance efficiency and decision-making for small businesses by up to 50%.
- Bring hands-on experience supporting small business operations, with a holistic approach to task management that aligns day-to-day functions with broader organizational goals.

### CONTACT

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Napa, California

### EXPERIENCE

#### Burke's Naturals - food svc.

Office Coordinator  
Novato, CA  
January 2025 - May 2025

#### I DES - manufacturer

Assistant to Office Manager & Marketing Dir.  
Rio Vista, CA  
Feb 2020 - Nov. 2024

#### Moustrak - mousepad inventor

Office Manager/Business Development  
Carson City, Nevada  
July 1999 - November 2019

### EDUCATION

#### Sierra Nevada College

Bachelor of Science in Humanities