

Summary of Qualifications

- Detail-oriented, diligent professional with experience in financial, commercial, sales, tech, non-profit and manufacturing industries.
- Results driven manager across multiple departments driving operational excellence through support of regional and cross-business teams.
- Distinguished people and process manager using data to drive decisions and evaluation of planning and workforce effectiveness.
- Strong project management skills (data gathering and analysis, project plan development, resource assignment, task management, progress reporting).
- Inaugural contributor and task force member for implementation of new invoice auditing initiative.
- Manage 14 employees across four departments, initiating processes to eliminate complex communication channels creating a focus on business optimization.
- Dedicated to instilling safety values in a fast-paced environment resulting in a perfect track record with no reportable incidents in my departments.

Employment History

Radius Recycling

Tacoma Office & Scale Manager / Regional Accounts Payable Manager

August 2021 - Present

Manage all office, scale, payables, administrative, and business support functions including:

- Creation and ownership of updated and precise SOPs and training manuals for three departments.
- Implemented major process changes to barge, rail, domestic, and international shipping and contract creation and tracking.
- Manage all licensing requirements with city, county, state, and other regulatory bodies for regional organization.
- Built a bountiful relationship with local and state law enforcement agencies to communicate about scrap vehicle tracking and procedures to limit company risk.
- Manage all FTE onboarding, all necessary communication with temp agencies for six departments and worked with departmental managers to ensure employees were onboarded and ready for employment when they arrived on-site.
- Foster collaboration with transportation and procurement departments to ensure cross-departmental accuracy and efficiency.
- Present financial analysis of international shipping processes and financial position to executive leadership and implement action items.

Accounts Payable Specialist

February 2020 – August 2021

Prepared, audited, posted, and paid invoices in cross-business applications for 7 yards in the US and Canada:

- Set up and maintained vendor master files and monitored pricing for invoicing and accrual alignment.
- Communicated with sales team regarding pricing, contracts, and adjustment entry if requested.
- Entered payroll and completed wire payment requests for labor and union workers.
- Researched customer statements to shore up accounts and provide accurate quarterly and year-end income reports.
- Established and maintained excellent communication with suppliers, vendors, and haulers.
- Created training materials and trained personnel throughout the region on processes and best practices.

Administrative Assistant / Scale Operator

July 2019 – February 2020

Supported office manager in executing administrative tasks for a yard of 200 employees:

- Was responsible for operational support, compliance adherence, and accuracy of all documentation to complete daily audits.
- Completed new vendor entry, corporate check requests, and assisted with AP duties.

- Organized, catered, and hosted company events and holiday celebrations.
- Ran truck scale, overseeing ticket creation and payment for 250+ trucks daily and eliminated truck backups through lane management and consistent communication to yard staff.
- Communicated directly with the commercial team on pricing discrepancies, adjustments, contract expirations, and commodity modifications or revisions.

Multiple Brokerages/Real Estate Teams

Executive Assistant and Transaction Coordinator

Jul 2014 – Sept 2018

Oversaw and facilitated in directing and answering client calls, questions, and concerns for multiple Realtors:

- Ran market analysis reports for data research and listing meetings.
- Created appealing home descriptions for marketing campaigns on signage and social media.
- Assisted in staging new listings, organized and catered open houses, and helped with buyer tours.

The Pew Charitable Trusts

Executive Assistant

April 2012 – March 2014

Directed and prioritized multiple projects for campaigns, programs, and funding sources:

- Partnered with campaign managers on Arctic initiatives to attend and speak at environmental conferences.
- Campaigned for funding, support, and votes from members of congress and state representatives.
- Co-authored 2012 report 'Protecting Life in the Arctic – U.S.'

Mercer US Inc.

Administrative Assistant

August 2006 – February 2012

Supported 17 senior managers and actuaries in the retirement department:

- Wrote and edited RFPs for retention and new business opportunities.
- Built and maintained retirement worksheets for benefit plan payout options.
- Generated monthly invoices for our department's client and tracked receivables.
- Created training manuals and lead trainings in all national offices on new systems applications.

Quorum Review IRB

Associate Project Manager

August 2004 – July 2006

Produced, reviewed, and edited drug study documents for board members, participating clinic sites, and trial participants:

- Worked with pharmaceutical company contacts to establish guidelines on template editing and participant information.
- Attended board meetings for information on upcoming studies to begin building the necessary forms and templates.
- Sorted drug study findings and objectively prioritized for board meetings.

Microsoft Corporation

Receptionist

January 2001 – September 2001

Managed front desk operations and 100+ conference room calendars for campus buildings of 400+ individuals.

- Managed, conceptualized, and hosted onsite events and conferences often including hundreds of attendees including directors and executives.
- Organized and facilitated numerous office moves for smooth, no hassle transitions.
- Assisted Executive Assistants as needed to ensure all director and executive needs were met.