

Maureen Elizabeth Johnson
3069 Harbor Winds Drive
Suamico, WI 54173
920-393-0854

Experience:

July 2010 – Present

N.E.W. Community Clinic
Business Coordinator

- Accounts Payable
- Payroll
- Order supplies and medications & reconcile to purchase orders for accounts payable
- Assist in grant writing
- Assist in gathering pertinent data for grant reporting
- Inputting & analyzing data for quality assurance purposes for monthly, quarterly & yearly reports
- Gather statistical information on all clinic programs
- Manage the emergency preparedness program at the clinic
- Submit and reconcile Medicaid Dental Claims

June 2005 – July 2010

Renard's Catering
Catering Consultant

- Work with clients to plan and organize events; menus, venues, quantities, pricing and proposals for services requested
- Work with outside vendors to procure services that are necessary to ensure the event is successful
- Oversee events to ensure customer satisfaction and repeat business
- Schedule and manage service personnel needed at events
- Responsible for Invoicing & Accounts Receivable
- Work with owner to create and introduce new menus, ideas and services
- Responsible for Payroll in owner's absence

July 2003 – May 2005

Herff Jones Photography
Photographer Assistant

- Enter all subjects into computer system
- Balance all money received and do all bank deposits
- Prepare all paperwork and film to be sent to plant for processing
- Assist customers with any problems and perform other various office tasks

March 2000 – March 2001 Chandler Unified School District

Instructional Aide

- Assisted students in the classroom and on a one-on-one basis in areas that required attention
- Assisted teachers by correcting and grading papers
- Made copies and helped teachers with lesson preparation
- Assisted during lunch hour by assisting in lunch room and on the playground

July 1997 – October 1999 Schneider National Inc.

Customer Service Representative

- Assisted customers with transportation needs and issues
- Monitored driver's to ensure on time pick-up and delivery for customers
- Assisted drivers in resolving problems that interfered with their performance
- Assisted in the interviewing and selection process of potential new employees
- Trained and mentored new customer service representatives

May 1993 – May 1994 Rummele's Jewelers

Clerical / Sales

- Responsible for all aspects of Accounts Payable
- Verified incoming shipments as to overages, shortages and damages for accountability purposes
- Booked sold merchandise out of inventory
- Assisted office manager in all aspects of office procedures and was responsible for all activities when office manager was not present
- Handled customer repairs; processed customer's merchandise that needed to be sent out for repair
- Performed other various bookkeeping and filing tasks
- Assisted customers in all aspects of customer service
- Assisted office manager in initial set-up of computer system

June 1989 – May 1993 Kmart Fashions Corporation

Assistant Fashions Manager

- Co-supervised / scheduled 15 people and co-oversaw operations of eight departments; evaluated workers' performance on a yearly basis
- Enhanced customer service through updated training
- Set up inventory levels of new stock and forecasted sales through analyzing historical sales figures and determining local trends
- Recruit, train, motivate and discipline employees
- Merchandise and layout the store's soft lines for each seasonal change; coordinated promotions with the national advertising campaign
- Verified incoming shipments as to overages, shortages and damages for accountability purposes
- Conducted waste control surveys
- Performed bookkeeping and filing tasks

Education
May 1989

Marquette University, Milwaukee, Wisconsin
Bachelor of Science; Specialization in Marketing

May 1985

Marinette Catholic Central High School, Marinette, Wisconsin
Diploma

References

Furnished upon request

