

## **Executive Summary**

With over 20 years of experience in the industry, and an education and training to deliver results, my proven ability to manage and re-align leadership focuses on efficiency, cost effective business development and fully committed training to all the skills necessary to be effectual.

## **Employment History**

### **Warehouse Office Manager, Canton Tile & Stone, North Canton, Ohio February 2012 to January 2015**

Responsibilities Included: Customer Service, Order Entry, Purchasing, Receiving, Posting of Payments, Communicating with suppliers regarding status of orders/problems, Coordinating with Warehouse Manager, Inventory, Data Entry

Implemented new computer system: Comp-u-Floors-Inventory System

Data Entry - entered items codes from our manufacturers

Trained and Supervised others on new computer system

### **Office Manager, Ceramic Tile Distributors, North Canton, Ohio November 1996 to October 2010**

Provided efficient customer service to customers, contractors & vendors.

Processed orders to vendors.

Advised products for various job applications.

Knowledge of setting material, tile and installation.

Assisting customers with selections.

### **Third Party Administrator, Professional Claims Management, Canton, Ohio June 1993 to April 1996**

Processed medical claims and telephone calls according to individual company's policies.

# Deborah Seery

## Office Management

Mobile: (330) 224-1325 Email: topcat4538@yahoo.com

### Education

Kaplan University  
2010 to 2012  
Online

Medical Coding

Raedel Business College  
January 1992 to January 1993  
Canton, OH

Certificate in Medical Transcription

Hoover High School  
North Canton, OH

Cooperative Office Education and General College Prep. Curriculum

### References

Frank LaSalle  
Warehouse Manager  
6570 Promway Ave NW  
North Canton, Ohio 44720  
330-494-8453

Christopher Cutter  
Mountain Ethos  
3484 17th St.  
Massillon, OH 44647  
330-354-4976 Contact Anytime

John Kurtz  
6570 Promway Ave NW  
330-256-1710

*"Managers know and relate how to do things right, leaders are arm in arm doing the right thing." - Deborah Seery*