

# Ana Oade

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## **Objective:**

I'm Customer Service oriented with a natural aptitude for prioritizing tasks. I have experience with Microsoft & Apple products. I am bilingual between English & Spanish. I am looking for an opportunity where my professional background & work ethic will be mutually rewarding.

## **Work Experience**

### **Jansen Shutters & Windows Sarasota, FL - *Permit Coordinator/AR*** 6/2021 - 10/2021

Responsible for filing permits in person & online submittals at various municipalities. Created digital floor plans, wind load charts & provided FL engineering. Prepared invoices using Quickbooks online & assisted in collections. Used Trello as our communication platform within our staff. Kept in contact with every client through the process thus ensuring great customer satisfaction.

### **J Bolton, Inc., Naples & Sarasota, FL - *Administrative Assistant*** 2/2017 - 4/2021

Responsible for assisting the owner with all office responsibilities. Converted bookkeeping to QuickBooks Pro. Submitted permits, scheduled sales appointments, vendor deliveries & employee installations. In charge of banking as well as payroll entries thru Paychex.

### **Chevy Chase Glass Co., Bethesda, MD - *Administrative Assistant*** 10/2013 - 2/2017

Managed AP/AR using QuickBooks Enterprise. Assisted in phone, internet & walk-in sales. Reconciled credit & bank accounts. Filed electronic sales tax for multiple counties. Provided weekly financial reports. Maintained product & office supplies. In charge of filing all clerical duties.

### **Medstar Hospital- Olney, MD - *ER Registrar*** 7-2015- 2-2017

Registered emergency room patients conveying urgency to the medical team. Processed immediate registrations as well as follow up admissions from the ER. Verified identification, insurance & collected co-payments. Familiar with Medicare/Medicaid & HIPAA guidelines/privacy terms.  
*(Second p/t job)*

### **Ace Aluminum, Inc. Sarasota & Naples, FL - *Co-Owner*** 4/2004- 8/2013

Managed the office administration division of this aluminum enclosure company. Built pool cages, lanais, sunrooms & multiple ordinary and unique projects. Ventured into paint/re-screens. In charge of human resource responsibilities including online payroll for 50+employees. Networked with multiple counties providing permitting through final inspections meeting strict hurricane codes.

*References Upon Request*