

Danette Dull

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER - ACRES & SON PLUMBING

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#readytowork

Authorized to work in the US for any employer

Work Experience

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

ACRES & SON PLUMBING

March 2012 to Present

Job Duties include but not limited to managing the Accounts Receivables/Payables, Invoicing for both accounts and follow up in collecting. Order all office supplies, payroll recording, posting invoices for both Acres and R. Acres Plumbing. Responsible for mail, filing, timesheets and various office duties. Submit Sub contractor affirmation, insurance request and various county and city documents. I am the the face and voice for this company and enjoy making relationships daily with our customers. Always love to serve them.

OFFICE MANAGE / RECEPTIONIST

NOBLE TITLE & TRUST

February 2010 to 2012

Coordinated schedules for the Loan Officers, answered incoming calls, filing, order supplies, processed new home owner's documents, made all copies and distributed paper work to the officers. Greeted all new clients and took care of office machines care and maintenance.

ADMINISTRATIVE ASSISTANT

MARCO LUTHERAN CHURCH

September 2009 to 2010

Job duties included, but not limited to, producing the weekly church bulletin, the monthly newsletter, keep a four month calendar of events, filing support to the Outreach Director of Youth, Direction of Education, Parish Nurse, Property Manager, and the Pastor. Gave administrative support to the various Boards within the church, produced informational materials for handouts on a regular basis. Design and print yearly directory, produced new member packages, answered phones, did filing, set up conference calls, meeting coordinator, mail and general office duties.

WARRANTY DEPARTMENT ADMINSTRATIVE ASSISTANT

BCBE CONSTRUCTION

January 2007 to 2009

Responsible for the incoming calls, scheduling for the superintendents, filing, monthly warranty manuals with pictures for each building. Contact subcontractors to schedule work, created job files, support to other office personnel, and budgets.

ADMINISTRATIVE ASSISTANT

CONSTRUCTION UNLIMITED & ASSOCIATES, INC

November 2005 to 2007

Responsible for permitting new jobs, accounts payable and receivable, updating the certificates of insurance, filed liens and notice to owners, bid list and contacting subcontractors to bid jobs. Phones, mail, recording and developing pay vouchers, creating job files and folders, budgets and subcontractor relations.

ADMINISTRATIVE ASSISTANT TO AMENITIES/LAND DEVELOPMENT

STOCK DEVELOPMENT

January 2003 to 2005

CORPORATE SECRETARY/OFFICE MANAGER

Worked as Administrative Assistant to the Amenities Department, responsible for invoicing, customer and subcontractor relations, bookkeeping, budgets, filing permitting and administrator to (5) Superintendents, (1) Department Manager.

Added responsibilities included Administrative Assistant to the Land Development/ Acquisition Departments, corporate filing, phones, supply ordering and all Office Manager type duties.

*Experience prior to 2003 can be discussed at interview.

Education

A.A. in BUSINESS & RETAIL MANAGEMENT

Bauder College

Skills

- ADMINISTRATIVE ASSISTANT (9 years)
- WARRANTY (2 years)
- SECRETARY (2 years)
- CLIENT RELATIONS (Less than 1 year)
- EXECUTIVE SECRETARY (Less than 1 year)
- Excel
- Administrative Experience
- Microsoft Office
- Sales Experience
- Retail Management
- Merchandising
- Microsoft Excel
- Office Manager Experience
- Microsoft Word

- Data Entry
- Office Experience
- Construction Experience
- Bookkeeping
- Customer Service
- Store Management Experience
- English
- Microsoft Outlook
- Accounts Receivable
- Accounts Payable
- Recruiting
- Time management
- Construction
- Management
- Human Resources
- Payroll
- Event Planning
- Accounting
- QuickBooks
- Plumbing
- Interviewing
- Research
- Employee Orientation

Assessments

Attention to Detail Skills — Familiar

November 2018

Measures a candidate's ability to use diligence when drafting and editing documents.

Full results: [Familiar](#)

Problem Solving — Familiar

June 2019

Analyzing relevant information when solving problems.

Full results: [Familiar](#)

Personality: Hard-Working — Expert

June 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Expert](#)

Logic & Critical Thinking — Familiar

October 2019

Using logic to solve problems.

Full results: [Familiar](#)

Customer Focus & Orientation — Highly Proficient

September 2019

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

Management & Leadership Skills: Impact & Influence — Highly Proficient

October 2019

Adapting leadership style to accomplish goals using rational or emotional appeal.

Full results: [Highly Proficient](#)

Administrative Assistant — Familiar

August 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Familiar](#)

Scheduling — Completed

May 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Completed](#)

Administrative support professional fit — Proficient

May 2020

Measures the traits that are important for successful administrative support professionals.

Full results: [Proficient](#)

Attention to detail — Familiar

October 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Familiar](#)

Data entry: Accuracy — Proficient

July 2020

Entering data quickly and accurately

Full results: [Proficient](#)

Advanced attention to detail — Completed

July 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Completed](#)

Work style: Conscientiousness — Highly Proficient

July 2021

Tendency to be well-organized, rule-abiding, and hard-working
Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS:

Corporate Secretary (Officer) and related responsibilities

Executive Secretary / Administrative Assistant

Client Relations: Liaison with Homeowners and Warranty Office