

Heather Wright

Office Manager - Bailsco Blades and Casting

Fort Collins, CO 80524

heatherwright239_of3@indeedemail.com - 318-464-0878

Authorized to work in the US for any employer

WORK EXPERIENCE

Office Manager

Bailsco Blades and Casting - 2016-05 - Present

Handle all clerical duties including, Accounts payable/receivable, invoicing, data entry, purchasing, confirming sales orders, and logistics. Works with customers to provide timely delivery with quality products.

Front Desk Coordinator

Aveda Spa Concepts - 2014-12 - 2016-10

Duties included, answering a multi-line phone system in a timely manner, customer service, scheduling clients, inventory, accounts payable, and organizing guest events.

Counter Manager

Belk - 2013-09 - 2015-03

Handled multifaceted clerical tasks, built a strong clientele by demonstrating excellent customer service skills. Coordinated multiple events, responsible for inventory and training new employees. Earned several awards for exceeding sales goals and highest increase in sales.

General Manager

Shane's Seafood - 2011-01 - 2013-12

Schedule and direct staff in daily work assignments, conduct daily and weekly staff meetings to ensure efficiency, optimize profits by controlling cost of food, beverage, supply, and labor costs. Efficiently resolved any problems or concerns to the satisfaction of all parties. Organized on and off site catering events.

Team Leader

Georgia-Pacific - 2000-07 - 2011-01

Supervised a team that achieved 100% of quality goals while exceeding production targets. Followed company and government standards for efficiency as well as safety and environmental compliance. Operated a converting machine for production. Responsible for minor mechanical maintenance. Licensed fork lift operator. Worked on Mill safety team. Conducted safety and production meetings.

EDUCATION

Associates of Science in Business Administration in Business Administration

Bossier Parish Community College

SKILLS

data entry, Front Desk, inventory, Ms Office, MS Outlook

ADDITIONAL INFORMATION

Key Skills

Office Skills:

Spreadsheets/Reports Front Desk Reception

Payroll Inventory

Event/project Management Records Management/Data Entry

Computer Skills

MS Word

MS Powerpoint

MS Outlook

Ms Office