

JENA BERRYMAN

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Objective

To further my growth and knowledge in the administration field, and obtain a challenging, ever-growing position.

Relative Work Experience

Office Operations Manager

▪ 4/2019 – Current

Ultimate Heating & Cooling, Inc ▪ Commerce City, CO

- Maintain and manage all office operations, including management of two employees
- Assist with interview process for all departments, and new hire paperwork/orientation
- Accounts payable / accounts receivable
- Approve and complete payroll for front office
- Manage fleet tracking and maintenance of entire company fleet (30 vehicles)
- Handle all commercial properties, rental properties, and management company clients
- Dispatching of 5 technicians through CRM Service Titan
- Assist front office with answering telephones and scheduling accordingly
- Customer service via telephone and Outlook
- Complete all new install paperwork and scheduling, including Wells Fargo/financing paperwork, permit applications/inspections, equipment verification/availability, and all rebate processing
- Utilized on daily basis; Word, Excel, Google Sheets, Google Drive, QuickBooks, iCloud, Service Titan

Office Manager

▪ 4/2017 – 7/2018

Preferred Denver LLC ▪ Denver, CO

- Solely maintained office responsibilities
- Liaised with sister branches, vendors, clients, and external accountants
- Organized accounts payable, accounts receivable, payroll, and other accounting related tasks
- Managed and monitored credit card/Sunoco card use by managers and foreman
- Fleet responsibility, including maintenance and yearly registrations
- Assisted with interviewing process and completed all new hire paperwork
- Utilized QuickBooks, Outlook, Microsoft Word, and Microsoft Excel on daily basis

Office Manager

▪ 6/2015 – 4/2017

Beyond Roofing LLC ▪ Englewood, CO

- Managed all office responsibilities
- Controlled accounts payable and accounts receivable
- Maintained all billing via QuickBooks

- Ordered permits and made appropriate payments per city, per job
- Coordinated with insurance companies on daily basis for updates on supplements/payments
- Answered incoming calls and assisted/allocate accordingly

Office Manager

- 07/2014 – 03/2015

IFCO Systems, N.A. ▪ Burlington, NJ

- Solely managed all office responsibilities
- Processed all new hire paperwork and completed payroll via Oracle for 100+ employees
- Controlled accounts payable and accounts receivable
- Processed all month end paperwork
- Liaised with partners, vendors, clients, and external accountants
- Scheduled appointments via CRM and prepped all shipments for the next business day

Office Manager

- ▪ Gloucester Terminals, LLC 11/2010 – 7/2014

Education

Williamstown High School 2009 graduate ▪ High School Diploma