

Lisa Cochran ^{*} Retired Military Spouse

formerly Lisa Touchton

OFFICE MANAGER - SOUTHERN MEDIA, INC 5293 Conservation Circle, Pace,

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850-418-2737

- My goal is to obtain a position with an established, reputable company. Also, to gain a position that allows for personal growth, as well as an opportunity to contribute my knowledge and experience. As a hard worker with years of extensive Office Management experience, I will bring new ideas, knowledge, and a no-nonsense attitude toward building a company's strengths and improving its future. With expertise in the administration of day-to-day operations, I am very detail-oriented and work very well under pressure. I am a proven leader and strategic thinker with effective analytical abilities.

Work Experience

OFFICE MANAGER

SOUTHERN MEDIA, INC

June 2018 to Present

- As Office Manager I am responsible for all In House Accounting, including but not limited to Accounts Payable, Accounts Receivable, Payroll through PAYCHEX, Human Resources, Company Benefits, Company Insurance, etc Within Accounts Payable I manage all Vendors for Contract Adherence and Advertising Run Adherence. I also create budgets for each Client as well as maintain Contract Control. I help create marketing material for all clients. I also create social media ads for our clients and help with social media management.
- I maintain Company License(s), Year End Financial Preparation for the CPA, All Documentation and Correspondence, etc..
- I create Advertising Campaigns for Clients including Management of Social Media

OPERATIONS MANAGER

MEDICAL RECORDS EXPRESS, LLC

February 2011 to February 2018

- As Operations Manager of Medical Record retrieval company, I was brought on from inception of the company. I created procedures, policies, departments and grew and developed the staff. I was solely responsible for training, evaluations, all HR, all accounting, etc I also created schedules, spreadsheets and reporting for budgeting, forecasting, and company growth. I was solely responsible for creating, editing, and distributing any marketing material used to grow the business. When I began the company had 1 client and 4 employees. When I left, the company had 170+ Clients Nationwide and more than 63 employees.
- Managed 10+ sister companies for the owners of Medical Records Express, LLC including but not limited to: ADoor Properties, ADoor Real Estate, Baybridge Idea Group, Exit One Development, Longview Plantation, LABW Holding Corporation, Sine Qua Non Holdings, Ward Basin Development, 401 E Chase Street Investors, and more
- Duties included (For all entities): All in House Accounting (A/P, A/R, G/L). Supervision of all Administration Team including hiring, firing, and evaluations. Human Resources for all companies

including Payroll through ADP, Benefits, Insurance, Employee Loans, etc Business Insurance, License Updates, Taxes including Year End Reporting and CPA Documentation Prep.

JOB COST ACCOUNTANT

ADVANCED DESIGN TECHNOLOGY SYSTEMS/ADVANCED DESIGN FIRE & SECURITY
April 2005 to February 2011

- In House Job Cost Accountant (A/P, A/R, J/C, G/L, Payroll, Benefits)
- Supervision of all Administration Team including Hiring, Firing and Evaluations
- Human Resources including Employee Benefits, Insurance, Employee Loans, etc
- Business Insurance and License Updates
- Tax Preparation, Year End Preparation including CPA Documentation
- Contract Preparation, Office Supply Orders, Equipment, etc

JOB COST ACCOUNTANT

D& B BUILDERS, INC
April 2001 to March 2005

- In House Job Cost Accountant (A/P, A/R, J/C, G/L, Payroll, Benefits)
- Supervision of all Administration Team including Hiring, Firing and Evaluations
- Human Resources including Employee Benefits, Insurance, Employee Loans, etc
- Business Insurance and License Updates
- Tax Preparation, Year End Preparation including CPA Documentation
- Contract Preparation, Office Supply Orders, Equipment, etc

Education

High school diploma