

Rachelle Bradbury

Fort Myers, FL 33901

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Willing to relocate to: Fort Myers, FL - Naples, FL

Work Experience

Administrative Assistant to the Board of School Trustees

Penn-Harris-Madison School Corporation - Mishawaka, IN

June 2020 to June 2022

- Preparing documents for scheduled School Board Meetings through an electronic platform.
- Daily correspondence to keep School Board members updated on important information.
- Working with the Superintendent's team on daily activities and planning.
- Processing updates to School Board Policy for adoption.

Business Services Specialist

Business Office - PHM School Corporation, Mishawaka, IN

July 2018 to June 2020

- Payroll Processing - new employee data entry and state reporting.
- Grant Reimbursements - monthly balancing and submitting requests to state oces.
- Bank Deposits
- Parent Contact via email, phone and in person to assist with questions regarding student accounts.

Secretary/Treasurer

Elsie Rogers Elementary - PHM School Corporation, Mishawaka, IN

February 2016 to July 2018

- Accounting duties including invoicing, purchasing and account balancing.
- Payroll submissions for building staff bi-weekly.
- Student Information entry - registrations, discipline, and attendance.
- Parent/Community communication - including office interaction, telephone, email, website updates and mailings.

Office Aide

Walt Disney Elementary - PHM School Corporation, Mishawaka, IN

February 2015 to February 2016

- Student Information entry - registrations and attendance.
- Parent/Community communication - including oce interaction, telephone, email and mailings.

EDI/Invoicing Specialist

L.E. Johnson Products - Elkhart, IN

January 2013 to December 2014

- Daily upload of all orders, shipping notices and invoices.

- Client/Customer communication - Daily phone updates regarding shipping status, answered multi-line switchboard and greeted visitors.

Receptionist

RE/MAX 100 - Mishawaka, IN
March 1998 to May 2003

- Client/Customer communication - answered multi-line switchboard and greeted clients for over fifty working realtors.
- File maintenance for both current listings and pending sales.
- Administrative backup to the Oce Manager.

Education

High school diploma

Galien High School - Galien, MI
September 1989 to May 1993

Skills

- Experienced business office professional with years of emphasis on customer service in all areas. Knowledge base including invoicing, accounting, payroll, file maintenance and working daily toward customer/client satisfaction. (10+ years)
- EDI
- Business Requirements
- Administrative Experience
- QuickBooks
- Microsoft Excel
- Windows

Assessments

Basic Spreadsheets with Microsoft Excel — Expert

May 2018

Measures a candidate's knowledge of basic Microsoft Excel techniques including sorting, formatting, and filtering of columns or rows.

Full results: [Expert](#)

Administrative assistant/receptionist — Highly Proficient

January 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Bookkeeping — Familiar

May 2022

Calculating and determining the accuracy of financial data

Full results: [Familiar](#)

Managing accounts in QuickBooks — Familiar

May 2022

Using QuickBooks software to manage business financials

Full results: [Familiar](#)

Administrative assistant/receptionist — Highly Proficient

January 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

January 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

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