

# Diana Wallace

Guyton, Georgia, United States

dianawallaceconnect@outlook.com 912-306-4868

[linkedin.com/in/diana-wallace-b3808a78](https://www.linkedin.com/in/diana-wallace-b3808a78)

## Summary

Accomplished Administrative Professional eager to contribute to team success through hard work, attention to detail, time management, and excellent organizational skills. A highly dependable individual offering dynamic skills in account management, data entry, telephone support, customer support, accounts payable, inventory management, purchasing, and records oversight. Multitasks effectively to achieve project goals and motivated to learn, grow, and excel. Offering over 20 years of experience in administrative management as a dedicated employee, excited to contribute to the continued growth and success of the company.

## Experience

### Maintenance Coordinator

Penske Truck Leasing

Sep 2006 - Jan 2022 (15 years 5 months)

- Responsible for receiving and processing invoices related to accounts payables and tracking for proper placement into correct GL accounts.
- Worked throughout multiple systems both internally and externally to complete daily administrative tasks.
- Confidently used Microsoft Word and Excel for daily administrative duties.
- Worked with customers and vendors by phone and email to assist in the resolution of issues.
- Collaborated with team members to discuss new ways to alleviate service issues, computer errors, and overall problem resolution.
- Inventory control and management including cycle counts and reconciliation.
- Coordinated ordering of requested parts and supplies and insured expedited delivery of time-sensitive products needed for customer satisfaction.
- Research for issues with shipments, product damage, incorrect products, and pricing.
- Issued purchase orders to vendors for payment processing.
- Day-to-day problem-solving and issue resolution within various systems.

### Office Manager

Austin Drive Self Storage

Jan 2003 - Aug 2006 (3 years 8 months)

### School Bus Driver

Gwinnett County Public Schools

Feb 1994 - Dec 2003 (9 years 11 months)

## **Education**

**Lithonia High School**

General Academics

## **Skills**

- Customer Service
- Data Entry
- Databases
- Research
- Problem Solving
- Accounts Payables
- Account Management
- Inventory Management
- Skilled Multi-Tasker
- Microsoft Word and Excel
- Great Communicator