

Sherry Nowlin

ADMINISTRATIVE ASSISTANT/BOOKKEEPER

Santa Rosa Beach, FL 32459

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Willing to relocate: Anywhere

Work Experience

Bookkeeper/Administrative Assistant

Innerlight Engineering - Miramar Beach, FL

February 2021 to Present

- Bookkeeping, A/R, A/P, reconciling bank and credit card statement, P&L reports
- Manage front desk reception area
- Answer phone calls
- Maintain and order office supplies
- Assisting with bookkeeping services
- Assist with project submittal packages
- Assist in processing county, state and federal permits
- Communicate with Engineering and Surveying departments
- Travel locally for office errands
- Assemble public hearing material
- Meeting minutes

Administrative Professional II

Emerald Coast Regional Council

June 2019 to March 2021

- Maintain phone calls and keep log for each call
- Process SHIP intake calls
- Add qualifying applicants to SHIP list
- Send applications to clients
- Process applications
- Filing and maintaining all applications
- Coordinate with SHIP Program Administrator
- Attend TPO, AHAC and Transit meetings
- Record meetings
- Compose meeting minutes
- Ordering all office supplies
- Scheduling and booking travel
- All other administrative duties as assigned

Office Manager/Bookkeeper

NEW LIFE CHURCH - Tupelo, MS

May 2009 to February 2019

Completed all Financial Secretary/Treasurer duties through QuickBooks

- ◆ Composed weekly P&L reports, posted deposits, processed accounts payables, tracked charitable giving, generated annual reports, maintained meeting minutes, composed W-2's and 1099's
- ◆ Screened and hired new volunteers and employees; maintaining all required personnel documentation
- ◆ Conducted initial orientation and on-boarding for both volunteer and employee
- ◆ Point of contact for conflict resolution regarding volunteers and/or employees
- ◆ Obtained knowledge of and followed equal employment laws and guidelines when hiring volunteers
- ◆ Scheduled and created calendars in Microsoft Outlook for all volunteers and employees
- ◆ Coordinated the logistics and deployment of several Evangelism mission projects
- ◆ Followed up with visitors and new members to promote an exceptional experience
- ◆ Created multiple communication/marketing collaterals, including: flyers, bulletins, Power Points, and Welcome Packets
- ◆ Attended all Board Meetings and maintained meeting minutes
- ◆ Organized all church events, set up and tear down all events, coordinate volunteers for all events
- ◆ Assist Pastor with all administrative tasks and special projects
- ◆ Operated sound booth during all services, operate soundboard and Easy Worship software for the overhead screen
- ◆ Open & Close church before and after all services
- ◆ Clean church, organize all cleaning supplies & purchase all supplies needed
- ◆ Landscape
- ◆ Make hospital visits and visit church members at their homes
- ◆ Teach Wednesday night services and some Sunday morning services
- ◆ Teach Youth Group
- ◆ Organize and lead Women's Bible Study and events

Office Manager/Bookkeeper

DECKER & SONS - Tupelo, MS

April 2011 to April 2014

Maintained accounts receivable and accounts payable

- ◆ Processed bank reconciliation and financial reports
- ◆ Created P&L's and job costing reports
- ◆ Worked directly with accountants to gather tax info, create reports and resolve any discrepancies
- ◆ Created annual 1099's & W-2's

Office Manager/Bookkeeper

J.P. CONSTRUCTION - Tulsa, OK

June 2008 to May 2009

Maintained accounts receivable and accounts payable

- ◆ Processed bank reconciliation and financial reports
- ◆ Created P&L's and job costing reports
- ◆ Worked directly with accountants to gather tax info, create reports and resolve any discrepancies
- ◆ Created annual 1099's & W-2's

RECEPTIONIST

ELLINGSON PLUMBING & HEATING - Alexandria, MN

March 2002 to June 2008

Managed reception area including answering phones, greeting customers, responding to telephone and in-person requests for information

- ◆ Assisted in all filing duties as needed
- ◆ Responsible for folding and printing stamps on all monthly customer billing statements
- ◆ Worked closely with Office Manager to assist in any extra office duties
- ◆ Assisted with job costing reports
- ◆ Made copies, sent faxes, and handled all outgoing correspondence
- ◆ Maintained a phone log for every incoming call
- ◆ Created employee calendars in Microsoft Outlook to schedule on-call service men.

Education

High school diploma or GED

Carrie Lane High School - Charles City, IA
1998

Skills

- Quickbooks
- Outlook
- Marketing
- Administrative Assistant
- Payroll
- Excel
- Filing
- Scheduling
- Accounts Payable
- Bank Reconciliation
- Data entry
- Bookkeeping
- Time management
- Microsoft Excel
- Administrative experience
- Customer service
- Phone etiquette
- Construction
- Microsoft Office
- Microsoft Outlook
- Communication skills

Certifications and Licenses

QuickBooks

Florida Notary Public

Assessments

Composing & sorting email — Proficient

May 2019

Measures a candidate's ability to effectively compose and organize email messages.

Full results: [Proficient](#)

Working with MS Word documents (basic) — Proficient

May 2019

Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text.

Full results: [Proficient](#)

Accounting & bookkeeping — Proficient

May 2019

Measures a candidate's ability to calculate and determine the accuracy of financial data.

Full results: [Proficient](#)

Scheduling — Expert

April 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Expert](#)

Typing — Highly Proficient

March 2019

Transcribing text using a standard keyboard

Full results: [Highly Proficient](#)

Working with MS Word documents (intermediate) — Proficient

May 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.

Full results: [Proficient](#)

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

Additional Information

Skills Summary

- ◆ Order Entry / Processing
- ◆ Bank Deposits

- ◆ General Office Skills

- ◆ Microsoft Outlook
- ◆ Microsoft PowerPoint
- ◆ Scheduling

- ◆ Front-Office Operations
- ◆ Microsoft Word & Excel
- ◆ QuickBooks