

Administrator | Bookkeeper



Sabrina Noble

Knoxville, TN

Job Preferences:

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|---------------------|--|
| Desired job title: | Administrator Bookkeeper |
| Desired occupation: | Bookkeeping |
| Employment type: | Full time |
| Career status: | Active job seeker |
| Available to start: | 12/2020 |
| Additional notes: | I am relocating to Knoxville from Ocala, FL. Anticipated availability date is December 14, 2020. |

Education:

College of Central Florida Ocala, FL

Associate of Arts: English, Bachelor

College of Central Florida Ocala, FL

Office Support

Work Experience:

01/2007 – Present

Office Manager

Sonitrol Of North Central Florida

Office manager, Management/Manager, Office

- * Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
- * Performed all small business accounting functions such as AR, AP, Payroll, and reporting for CPA.
- * Performed billing, collection and reporting functions for office generating over \$1M annually.
- * Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
- * Interpreted management directives to define and document administrative staff processes.

- * Conferred with sales teams and team leaders to communicate targets, boost revenue and improve promotional strategies.
- * Built and strengthened long-lasting client relationships based on superior customer service and attention to needs.

04/2005 – 10/2006

Account Executive

Accredited Title
Executive

- * Searched and analyzed real estate records.
- * Identified title encumbrances and detailed plans for correcting issues and clearing titles for planned changes.
- * Contacted appropriate agencies to complete searches, order records and obtain documents.
- * Used information gained during searches to produce and process title commitments and insurance policies.
- * Persistently reached out to customers with extremely past due accounts to recover lost revenue.

01/2004 – 04/2005

Commitment & Policy Specialist

Brick City Title Insurance Company

- * Used information gained during searches to produce and process title commitments and insurance policies.
- * Identified title encumbrances and detailed plans for correcting issues and clearing titles for planned changes.



Language Skills:

Native:



English



Skills:

Expert:



cost accounting, financial reporting, invoicing, balance sheets, payroll processing, general ledger accounting, bookkeeping, recordkeeping, account reconciliation, profit & loss statements, spreadsheets, benefits administration, sales tax, expense reports, administrative support, relationship building, workflow planning, Customer Relations, data analysis, Project Management, budgeting, schedule & calendar planning, travel coordination, office management, MS Office, 10-key, SedonaOffice