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| Logo  Description automatically generated  Candidate 81205  City Personnel  (401)331-2311   |  |  | | --- | --- | |  |  | |

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| **Work History** |

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| June 2010 - April 2022 | **Office Manager and Administrator**  *Star Oil, Smithfield, RI*   * Accounts Receivable and Payroll Management * Answered the phones and responded to emails * Greeted visiting business partners and customers * Maintained documents and records and worked on the constant improvement of all daily office operations * Completed detailed weekly reports and presented results to leadership * Maintained detailed files of customer accounts and company personnel * Supervised the work of office and administrative employees to ensure adherence to quality standards, deadlines, and proper procedures |

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| **Education** |

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|  | 2 Years in Business Management  *Community College of RI* |

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|  | **High School Diploma**  *North Providence High School* |

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| **Skills** |

Office Management Experience

Operations Management

Strategic Thinking

Billing - Charge Entry, Collections, Payment Posting

Process Improvement

Verbal and Communication Skills

Bookkeeping Experience

Staff Development and Training

Team Building and Supervision

Bilingual - English and Arabic