



LIZ TAYLOR

Executive Assistant/Bookkeeper

Atlanta, GA

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4045839473

Seeking full or part-time opportunities in the Atlanta Area.

Authorized to work in the US for any employer

WORK EXPERIENCE

Executive Assistant/Bookkeeper

Taylor Bookkeeping Solutions, LLC - Atlanta, GA

October 2018 to Present

- Assist small business owners with bookkeeping, document management, and EA tasks
- Assist accountants with tax preparation, prepare profit and loss statement and balance sheet, A/R and A/P, invoicing, bank and credit card reconciliation
- Document management: drafting contracts, preparing letters, presentations, infographics and marketing materials, creating data driven forms
- Assisting with travel and accommodation requests, project management, inbox management

Account Associate Level 4

Shannon Human Resources (Xerox Canada) - Toronto, ON

June 2018 to September 2018

- Billing using Printsyst
- Printing production orders using colour and B&W printers
- Customer service; serving students and faculty
- Finishing

Document Specialist IV

Hays Canada (Client: PriceWaterhouseCooper) - Toronto, ON

October 2017 to April 2018

- Creating, formatting and editing of PwC branded (and some client branded) documents such as letters, reports, presentations, proposals, invitations, brochures, flyers, using appropriate software.
- Provide regional document production support to practice staff
- Type, format and edit client correspondence, proposals, reports, spreadsheets and presentations using Google Applications (Docs, Sheets, Slides), MS Office 2016, while adhering to PwC brand standards

Audit Assistant

Ernst & Young - Toronto, ON

March 2017 to September 2017

- Import trial balance and set-up financial statements with lead sheets (Caseware)
- Review tax returns against financial statements, transmit with E-File
- Update financial statements using Caseware
- Prepare engagement letters, tax cover letters and emails
- Support various executives, managers thru audit process
- Prepare meeting books, various printing projects, and perform independence checks

Program Coordinator/Finance Assistant

The Holmes Group - Toronto, ON

September 2015 to March 2017

- Extract data used for reporting
- Automate data cleansing and transformation processes
- Read inspection reports and record deficiencies for builder(s) in Google Sheets
- Create, Review and ensure accuracy of invoices
- Produce Certification Reports and Certificates in InDesign
- Coordinate the delivery of Certification Binders to builder partners
- Update cloud server with reports and photos
- Create Sales Orders (new registrations) in QuickBooks
- Generate invoices for completed inspections in QuickBooks
- Review/Approve third party invoices

Data Researcher

LeadGenius - Toronto, ON

August 2014 to January 2016

- Lead Generation - Research the internet for required information Data analysis/entry to existing LeadGenius database
- Lead Enrichment - Research the internet and update information from an existing list
- Email Marketing Campaign Support
- Data Entry
- Email Writing
- Copy Editing
- Software: Google Search, Mail Tester, Yesware, Tout, Google Docs, Google Sheets, Twitter, Facebook, LinkedIn, Google Drive, Hangouts, Skype, Dropbox, Open Office and other various business tools

Document Specialist Level II (Contract)

Gowlings, LLP - Toronto, ON

September 2012 to July 2013

- Transcription of: Court Documents, Riders, Letters & Office Memos
- Substantial Revisions to: Agreements, Prospectuses, Case Law Memos, Court documents (e.g., Affidavits, Factums, etc.). Conversions of PDF (or hard copy) to Word and Document Cleanup
- Miscellaneous: Acrobat Portfolios, Copy Typing, Excel Charts & Graphs, PowerPoint Presentations, Labels (e.g., mailing & closing labels), PDF Linking, DVD & CD Burning, Tent Cards & Name Tags for Gowlings' events, Invitation & Thank You Cards for Social Committees and Senior Partners
- Software: Bigband, MacPac, Office Suite 2007, Adobe Creative Suite 5.1, Avery Designpro 5.4, and Nuance

Graphics Production

Shannon Human Resources (Royal LePage) - Toronto, ON

June 2012 to June 2013

- Creating Sales Sheets from Boilerplate, Posters and Business Cards using Adobe Creative Suite 5 including Adobe Acrobat Pro 9
- Editing, proofing and printing Sales Sheets/Flyers

Graphic Specialist Production Level

Paladin Consulting (Xerox Global Services) - Rochester, NY

August 2011 to May 2012

4 (Contract)

(On-site, University of Rochester Medical Center)

- Desktop Publishing: MS Publisher, Microsoft Office, Adobe Creative Suite 5
- Convert photographs and drawings into digital images and then manipulate those images; design page layouts using URM brand guidelines.
- Edit and pre-flight files for print with Adobe Creative Suite 5 including Adobe Acrobat Pro 9

Home Mortgage Administrative Assistant (Contract)

Office Team (Wells Fargo Home Mortgage) - Rochester, NY

November 2010 to March 2011

- Under general direction, provided clerical, administrative and sales support to designated Home Mortgage Consultants
- Managed Home Mortgage Consultant's pipeline and provided customer support during loan process
- Created marketing and presentation materials for loan representatives
- Performed a variety of loan servicing tasks including verifying loan documentation and credit information, resolving problems regarding documentation issues, researching and resolving discrepancies

Project Planner/Estimator

Pareto Corporation - Richmond Hill, ON

November 2009 to August 2010

- Sent RFQ's through electronic estimating system
- Prepared accurate quotations for both print and direct mail
- Generated and closed purchase orders
- Scheduled direct mail projects

Project Manager

- Key contact for sales, customers and production departments as a subject matter expert for Direct Mail Projects
- Coordinated all resources towards project completion including customer contacts, internal contacts, and technology support resources
- Reconciled inventory regularly per the needs of business and/or clients
- Trained appropriate members of the team in various departments on technology workflow as necessary initial training as well as ongoing training for Direct Mail Software

Store Manager/Graphic Designer

The UPS Store #421 - Toronto, ON

October 2008 to June 2009

- Controlled payroll budget and scheduled staff (3) accordingly
- Managed daily Sales/Merchandising
- Ensured accuracy in all transactions, inventory, and procedures
- Provided graphic design service
- Consultative selling of business services offered at our location inclusive of up selling & cross selling in applicable profit centers
- Coordinated direct mail projects to potential clients, retrieved letter carrier data from Canada Post
- Increased monthly sales by 120% within six months of store opening

Administrative Site Management (Contract)

SHANNON HUMAN RESOURCES (Xerox Canada) - Toronto, ON

August 2006 to October 2008

(Sourced through Shannon Human Resources)

(Onsite at The Canadian Kennel Club)

- Coordinated and directed operations in order to ensure constant improvement in service quality in line with SOW
- Established work priorities according to delivery dates, the present schedule, and material requirements
- Ensured planning, billing and all printing requests were handled without error
- Oversaw print production for all internally produced printing, including business cards, letterhead, media kits, and promotional pieces.
- Performed press checks and monitored work of outside vendors to ensure internal customer needs were met
- Prepared cost estimates for printing, coordinated purchases of printing supplies, and maintained and reconciled inventory of printing supplies as well as printed material
- Month end billing & invoicing using Meridian. Also researched billing problems with client to determine appropriate corrective action
- Management of site expense budget (\$5,000)

Site Supervisor/ Sales Administrative Support/Project Coordinator

Canon Business Services (East) - Atlanta, GA

April 2004 to June 2006

(On-site at Siemens Energy & Automation)

- Managed on-site business activities for Siemens E & A. Oversaw the day-to-day operations of client account
- Facilitated the installs and removal of new/used equipment
- Compiled and created month end account reports
- Created quotes inclusive of printer and accessory configurations

(On-site at the CNN Center/Turner Broadcasting)

- Managed on-site business service activities for Turner/CNN, which included overseeing the day-to-day operations of the site, while working to ensure high levels of customer satisfaction
- Help Desk responsibilities: troubleshooting and supporting networked printing devices such as copiers, scanners, and software Handled all incoming calls from all end-users (200 + machines)
- Facilitated the installs and removals of new/used equipment Installed PC hardware and software, performed updates and connected printers to the network

EDUCATION

Certificate in Accounting

Academy of Learning - Toronto, ON

2013

Diploma in Writing

The Institute for Writers

2008

HS Diploma

Wilson Magnet High School

SKILLS

- Data Entry
- Office Management
- Quickbooks
- Microsoft Office
- Outlook
- Word
- accounting
- Organizational Skills
- Accounts Payable
- Excel
- Filing

CERTIFICATIONS AND LICENSES

Driver's License