Jodie Smythe

Sun City West, 85375, 602-545-3583, jodie.smythe68@gmail.com,

SUMMARY

Highly organised Office Manager with 13 years of experience providing comprehensive administrative and operational support. Proficient in advanced Excel reporting, financial administration, payroll coordination, and managing POS systems. Proven ability to manage confidential information, streamline operations, and coordinate with external providers to ensure accuracy and efficiency. Dedicated to resolving day-to-day issues and providing dependable support to senior management, ensuring smooth business operations across multiple locations.

WORK EXPERIENCE

06/2012 – 06/2025

Office Manager

ABV Bars Ltd

- Provided comprehensive administrative and operational support to the company director across multiple business locations.
- Prepared detailed reports, spreadsheets, and business documents to facilitate management decision-making.
- Coordinated seamless communication with accountants, payroll providers, suppliers, and external service providers.
- Managed confidential financial and business information with utmost accuracy and discretion.
- Organised and maintained budgets, financial records, invoices, and supporting documentation.
- Administered and maintained Point-of-Sale (POS) systems and business databases.
- Resolved day-to-day operational issues while proactively supporting managers across multiple locations.
- Managed utility contracts, insurance renewals, and supplier relationships effectively.
- Produced detailed Excel reports to rigorously monitor business performance.
- Assisted with payroll administration and meticulously organised employee-related documentation.
- Maintained highly organised filing systems, ensuring records remained accurate and up-to-date.
- Balanced multiple deadlines effectively while providing dependable support to senior management.

EDUCATION

Association of Accounting Technicians (AAT) , United Kingdom

Diploma, Professional Accounting

- Level 4

Institute of Certified Bookkeepers (ICB) , United Kingdom

Diploma, Payroll Management & Sage Payroll

- Level 3

SKILLS

Executive & Administrative Assistant Calendar & Diary Management

- Meeting Coordination
- Travel Coordination
- Email & Correspondence Management
- Office Administration
- Document Preparation
- Microsoft Office (Word, Excel, Outlook)
- Advanced Excel
- QuickBooks
- Financial Administration
- Budget Monitoring
- Payroll Coordination
- Vendor & Supplier Management
- Microsoft Office
- Microsoft Excel (Advanced)
- Microsoft Word
- Microsoft Outlook
- QuickBooks
- Point-of-Sale Systems
- Document Management
- Data Entry
- Financial Reporting
- Problem Solving
- Time Management
- Confidential Information Handling
- Multi-Tasking
- Customer Service
- Team Support

CERTIFICATES

QuickBooks Certified User
QuickBooks

Advanced Bookkeeping Certified
American Institute of Professional Bookkeepers (AIPB)

Level 4 Diploma in Professional Accounting
Association of Accounting Technicians (AAT)

Level 3 Diploma in Payroll Management & Sage Payroll
Institute of Certified Bookkeepers (ICB)