

Renée Smith

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Summary

Professional candidate with diversified experience searching for a position where I can utilize my excellent interpersonal skills, IT degree, accounting background, Project Management/Administration degree as well as my administrative background while promoting the goals of the hiring organization.

Education

- | | |
|-----------------|--|
| 12/2013-12/2015 | ITT Technical Institute Youngstown, OH
BS (Project Management/ Administration)
Graduation: 12/2015 |
| 3/2008-11/2009 | ITT Technical Institute – Youngstown, OH
Associate of Applied Science Degree
(Information Technology CNS)
GPA: 3.65 / 4.00, Honors
Graduation: 11/2009 |

Work Experience

- | | |
|-----------------|---|
| 7/2015-4/2016 | Angel Care Medical, LLC, Poland, OH
Program Manager/ Administration
Accounts receivable using QuickBooks, Implemented and managed new bar code system tracking software (Trackabout), maintained files and excel worksheet of rental equipment located at each Nursing Home facility and process monthly financial statements for owners. |
| 12/2014-4/2015 | De Mar Realty & Associates, Boardman, OH
Executive Administrative Assistant
Accounts payable & receivable for owners using QuickBooks, Payroll, collecting of rent from tenants using Appfolio Management software program, process maintenance work orders, and process monthly financial statements for owners. All other general office duties. |
| 11/2010-12/2014 | A.C.T.I.O.N. – Youngstown, OH
Executive Administrative Assistant
Account's payable & receivable using QuickBooks, record and type board meeting minutes, involved in all task forces & meetings, prepare and distribute bulk mailings, assist Lead Organizer with meetings & organizing community functions. |
| 10/2010-Present | New Hope Baptist Church, Youngstown, OH
Church clerk
Membership recordings, compose weekly bulletins & ministry programs, general office duties, assist pastor and ministers with various task. |
| 2/2009-4/2010 | Jerry M. Sutton Accounting- Youngstown, OH |

Accounting Assistant

Posted general ledgers, payroll using Peachtree accounting for various clients, prepared sales tax online using Ohio Business Gateway for clients

1/2006-12/2008

Magg Products Co., Youngstown, OH

National Sales Manager/Receptionist

- Sell of manufactured hair care products nationally to hair salons and distributors
- package and ship using UPS software
- Answer phones and provide superior customer service

9/2005-2/2006

H & R Block, Youngstown, OH

Client Service Coordinator

- Made appointments, answered telephones, assisted tax preparers

4/2004-10/2004

Goodyear Car Care Center, Boardman, OH

Bookkeeper/Service Desk Clerk

- Accounts payable & receivable, used Peachtree Accounting
- Filed, service desk clerk, gathered information from customers and entered information into computer for service

6/1986-11/2002

Laborers' International, Youngstown, OH

Union of North America Local #125

Bookkeeper/Administrative Assistant

- Preparation of weekly payroll, accounts payable & receivable, monthly financial reports, typed monthly minutes from union meeting, created quarterly newsletters to 480 members
- Recorded union dues using membership tracking program, reconciled bank accounts, prepared monthly 941 tax deposit, processed death claims, assisted members with insurance claims, processed pension applications for members wanting to retire, processed per capita reports, fringe benefit reports

1984-1986

Campbell Law Office, Municipal Bldg., Campbell, OH

Law Director Assistant

- Typing letters, making appointments for attorney, preparing court files for court appointments, research

Computer Skills

- Microsoft Office Suite: Word, Excel, PowerPoint, Publisher, Project
- Accounting Software: Peachtree, QuickBooks
- Strong data entry skills: type 65+ wpm
- Troubleshoot computer issues and fix
- Software installation