

CATHERINE GURAN

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SUMMARY

A highly seasoned team member with several years of experience and an extensive background in executive administration and customer service, seeking a new challenge. Experienced working in various businesses including; construction, software sales, high end landscaping, law enforcement, hospitality, dental, and medical. Flexible and agile problem solver that excels at increasing efficiency and organization within the company. A must interview.

SKILLS

- Office Management
- Sales, Marketing and Advertising
- Event Planning/Operations Management
- Microsoft Office Suite
- Quickbooks
- CRM
- Sharepoint
- Sage
- Abra Self Service
- JotForm
- Changepoint PSA
- Sales Element/seProposals
- QuoteWerks
- SAP

WORK HISTORY

March 2018 – Present

Office Administrator | Consolidated Distribution Corporation | Raleigh, NC

Administrative support for an office of 10 personnel, including company president, managers, sales reps, and estimators. Manage phones, travel reservations, invoicing, order entry, collections, expense reports/reimbursements, daily deposits, accounts payable/receivable, credit card & bank reconciliation, as well as Quickbooks for 4 subsidiary companies. Cut company costs through vendor research as well as timely payment of vendor invoicing.

March 2015-November 2017

Sales Administrator, Administrative Assistant | Net@Work | Raleigh, NC

Worked with all departments across the company in various capacities including; quotes, proposals, new client and lead entry and forms for over 10 account managers; reviewing margins and accuracy of purchase orders for the purchasing department; organizing online webinars from advertising, attendance, payments and monitoring for sales and marketing new products.

March 2014-March 2015

Office Manager | Blake Miller Lawn & Landscape/Upscapes Nursery | Rochester, NY

Created, maintained, and update client databases. Ensured correct and timely invoicing, review accounts and pursue collections, accounts payable/receivable, daily banking, quickbooks, and payroll.

July 2013-December 2014

Administrative Assistant | Irondequoit Police Department | Rochester, NY

Assistant to CIU Supervisor and 2-3 CIU investigators. Assist Chief of Police with special projects including the design and completion of 2013 Annual Report in PowerPoint and Publisher. Created and maintained various databases within the police department, county and state.

January 2013-March 2014

Administrative/Personal Assistant | Gwen Mazza, MS. Ed., LMHT | Rochester, NY

Managed customer accounts, invoicing and collections, maintain presidents' calendar and scheduling of clients, daily deposits, accounts payable/receivable, travel and event coordination, as well as publication document proofreading.