

**Michele Sawyer**  
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## Summary

Resourceful administrative assistant adept at coordinating travel, organizing large scale meetings and seminars and managing third party vendors. Highly self-motivated with a solid work ethic. Entrusted by management handling confidential and sensitive information. Skilled at multitasking and maintaining a strong attention to detail. Employs professionalism and superior communication skills to meet client and company needs.

## Highlights

Vendor Management	Analysis and proofreading
Scheduling	Meeting and travel support
Event oversight	Adept writer
Document control	Business correspondence and payroll
Report generation	Presentation development
Certified Notary in NC	

## Skills

Proficient with Microsoft Office 2013: Word, Excel, Outlook, QuickBooks, KVS Financial System, Oracle, PeopleSoft Financial; EVOLV software and any software training provided for.

## Experience

February 2015 to August 30, 2018  
American Drywall Company  
Raleigh, NC 27617  
Office Manager

- Provide exceptional administrative support to the president and senior management.
- Perform receptionist duties such as answering all incoming calls, preparing and accepting packages, preparing, sorting and distributing mail and greeting visitors.
- Perform general commercial construction administrative support tasks taking a personal responsibility for the quality and accuracy of work.
- Responsible for entering AR/AP's, processing monthly applications for payment for active projects, weekly employee and subcontractor payrolls, certified payroll, maintenance and tracking of bids, proposals and projects (50+), OSHA reporting and quarterly NCDOR Sales and Use Tax.
- Responsible for monthly employee credit card reports, compiling and checking validity of information submitted and collecting backup documents.

- Responsible for document control tasks including the transmittal and maintenance of project drawings. Tasks include downloading, scanning and printing drawings into electronic and physical files.
- Responsible for setting up and maintaining confidential personnel files to include benefit management.
- Monitor and order office and breakroom supplies and office equipment supplies and maintenance.

September 2012 to February 2015

Imperial PFS

Cary, NC 27613

Administrative Assistant

- Administrative support to vice president and senior management.
- Respond to various inquiries and process ach payments from insurance agents and/or insured customers regarding premium finance accounts; appropriately route request(s) for research and resolution of account transaction issues and discrepancies when necessary; and properly documenting all conversations on each specific account.
- Receive, prepare and complete requested legal manual notices from Portfolio Management.
- Process Accounts Payable check requests approved by authorized manager(s)

November 2010 to September 2012

Easter Seals UCP of NC

Raleigh, NC 27612

Program Assistant

- Administrative support to supervisor and staff.
- Created, maintained and coordinated confidential client medical records.
- Calculated and maintained program budget for program expenditures.
- Maintained electronic portal for the unit.
- Triaged calls and coordinated communication between staff and individuals.

November 2006 to November 2010

City and County of Denver Department of Human Services

Denver, CO 80204

Executive Assistant

- Supported multiple division directors and unit supervisors for budget, revenue and resource allocation and administrative support to the legal collections unit.
- Coordinated and managed multiple calendars, projects, and accurate, up-to-date confidential files.

- Prepared and monitored employee performance evaluations and prepared packets for and scheduled interviews for vacant positions.
- Updated organizational charts.
- Developed and implemented office policies and procedures.
- Recorded and maintained interdepartmental communications and correspondence.

October 1990 to December 2005

City of Watertown

Watertown, NY 13601

Administrative Assistant:

(Comptroller's Office, Civil Service Office, Department of Public Works and Purchasing Office)

- Provided administrative support to department heads and liaison between departments, vendors and community.
- Revenue collection and recording.
- Administered civil service written exams and agility tests.
- Managed payroll and leave-time for 35 employees.
- Organized data for budget preparation.
- Inventory control.
- Responsible for purchasing and bidding process.

## **Education**

General Brown Senior High School

SUNY Canton

Jefferson Community College

Business/Secretarial

Secretarial Science

Office Administration

## **Training**

Professional Development for Secretaries

Office Productivity through Individual Leadership

Creating and Maintaining Organized Files and Records

Compliance Officer Training

The Labor Requirements of the Service Contract Act Training

Bulk Business Mail Preparation Training

Notary Public

OSHA Recordkeeping - OSHA Changes

## **References upon request**

