

Danielle Adair

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Dedicated and motivated office manager with skills in communication, organization, and team management. Seeking a position where I can apply my experience to obtain a long-lasting career.

Skills

- Organized
- Management
- Communication
- Problem-solving
- Computer skills
- Strong work ethic

Experience

OCT 2012 – JUNE 2013 / JUNE-2016 – CURRENT

Office Manager / Weech Financial, Mesa, AZ

Main source of communication between clients and CPA. Managing monthly contracts for 20+ businesses for booking keeping working and receiving payments. Scheduling appointments, receiving phone calls, handling paper and electronic documents from clients. Running payroll, and scheduling business payments through QuickBooks. Inventory for office supplies.

JAN – MAY 2016

Student Aid Welding Department / Western Wyoming Community College

Beveling and cutting pipe, sheering metal plates, plasma cutting, and work shop clean up. Aid the teachers by organizing materials.

JUNE 2015 – JAN 2016

Sales Rep. & Designer / Pitt Stop Signs & Graphix, Rock Springs, WYO

Communicate with customers and explain designing process. Market business by door to door sales and advertisement. Training in graphic design and installation of vinyl. Created flyers and handouts for customers. Helped with social media advertisement ideas.

JANE 2015 – JUNE 2015

Lab Technician / TLT Medical Group, Mesa, AZ

Pain clinic patient drug screen. Handled paperwork the showing toxic screen results and giving such documents to doctors. Learned how to communicate with lab team, front management and doctors. Trained new employees.

JAN 2012– OCT 2012

Team Member / Arby's, Mesa, AZ

Provided customer service and handled payments. Worked diligently to keep up the facility in cleaning and products. Worked quickly and efficiently to manage customer orders.

Education

CURRENTLY ENROLLED

Bachelors in Graphic Design / Southern New Hampshire Online

Currently enrolled full time online at Southern New Hampshire for a bachelor's degree in Graphic Design.

DECEMBER 2016

Associates in Art / Chandler Gilbert Community College

Completed my associates in 2016 while working full time and taking night classes.

2009-2012

High School Diploma / Highland High School, Gilbert, AZ

References

Carol Bryant - Pitt Stop Signs & Graphix
(307)-705-2772

Sandi Eberhardt – LDS Mission
(801) 750-6958

Tennille Shumway – Co-worker TLK Lab
(602)-338-0338

Service

Missionary, The Church of Jesus Christ of Latter-Day Saints

Eighteen months of dedicated service to helping others and teaching. Leadership skills, learned to relate and understand others. Time management skills, daily planning, and training in large and small groups.

Daycare Assistant

Assisted in managing 5+ kids, lunch time, quiet time, and teaching. Aided in organizing activities and keeping the kids entertained.

