

AMANDA KITTRELL

Pearl, MS 39208

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AmandaKittrell.com

Administrative assistant with almost 15 years office administrator experience, including familiarity with all Microsoft programs and QuickBooks, with recent experience in building websites for marketing purposes. Extremely tech savvy and resourceful.

PROFESSIONAL EXPERIENCE

GARY HAYGOOD SOLUTIONS, Ridgeland, MS

Office Manager, Administrative Assistant, Bookkeeper

June 2021 – Present

- Full charge bookkeeper: A/R, A/P, payroll (Quickbooks payroll processing), and tax reporting (sales, income) using QuickBooks online software.
- Prepared profitability worksheets of projects in Excel for owner and subcontractor review.
- Updated existing QB online software to close out monthly reporting, dating back to 2017.
- Responsible for entering in all expenses from receipts, then scanning and filing in client hard copy file and client electronic server storage.
- Assisted in building relationships with clients and vendors for expedited service.
- Brought delinquent payroll (withholding, MDES) and sales tax accounts current.
- End of year accounting: closed out year, made sure W2s and 1099s were accurately filed with respective tax agencies and distributed to vendors and employees.
- Maintained current project worksheet reflecting worker hours and billed hours.
- Frequently met with owner and marketing agencies to make sure branding was cohesive and correct.
- Compared cost estimates to invoices for final invoicing.
- Invoiced clients for design and construction work after reviewing contracts and cost estimates.
- Created change order invoices from vendors and then billed clients.
- Completed monthly bank reconciles to close out month for bank and credit accounts.
- Insurance requirements: completed professional and construction general liability audits and worked with agent to create worker's comp policy.
- Miscellaneous administrative tasks: ordering office supplies, assisted owner with personal rental properties (listing, scheduling showings), maintained/cleaned work and break areas, created letters and emails per owner request for client and vendor correspondence.

EVERETT ELECTRIC LLC, Madison, MS

Office Manager, Administrative Assistant, Bookkeeper, Marketing/Social Media

Marketing March 2018 – June 2021

- Assisted in transforming company from sole proprietor to LLC, including filing with Secretary of State, transferring Department of Revenue information, and establishing payroll system.
- Back-entered and created QuickBooks company profile for 2017 for tax filing purposes, and continuing to add to same profile for future tax filings.
- Adjusted QuickBooks online company file to sync with online dispatching software.
- Adjusted and added on to existing marketing ideas to present a clear brand image for company.
- Dispatching/customer-service: received calls from customers, scheduled service calls, and entered information into online dispatching software program (Housecall Pro).
- Bookkeeping: reconciled bank statements, reconciled/adjusted/filed/paid sales tax, accounts payable (entered all bills and reconciled vendor statements) and accounts receivable (including collections and in-house financing).

SHANE MCLENDON BUILDER LLC (Previously Home Remedies LLC), Jackson, MS

Office Manager, Administrative Assistant, Bookkeeper, Marketing/Social Media Marketing, Web Master/Designer

August 2012 – March 2018

- Entered all items billed to company and assigned to correct accounts (accounts payable).
- Assisted in creating invoices for customers based on QuickBooks reports of AP items.
- Submitted weekly payroll through payroll processing company; submitted monthly worker's compensation information via Amfed online portal.
- Closed out monthly bank statements, then processed monthly sales tax submission for MS Department of Revenue in TAP.
- Processed 1099s for subcontractors at end of year.
- Home Remedies became Shane McLendon Builder in November 2016; registered and built new company from ground up. Transferred all AP account info and set up new company file in QuickBooks, and registered with all appropriate entities, including MS Department of Revenue and the Secretary of State.
- Created, monitored, and posted in company's social media profiles (Facebook, Twitter, LinkedIn, Houzz), and composed a company newsletter via MailChimp.
- Designed all of company's print ads for Stages Magazine.
- Designed and built company's current website after self-teaching, updating with new information as required.

AC REMEDIES LLC, Jackson, MS

Administrative Assistant, Bookkeeper, Marketing/Social Media Marketing, Web

Master/Designer August 2014 – March 2018

- Entered all items billed to company and assigned to correct accounts (accounts payable).
- Entered all invoices submitted by technicians into QuickBooks, received payments, processed deposits, and billed customers. Designed in-field invoice template.
- Regularly collected on overdue accounts, including filing small claims cases against severely delinquent accounts.

- Submitted weekly payroll through payroll processing company; submitted monthly worker's compensation information via Amfed online portal.
- Closed out monthly bank statements, then processed monthly sales tax submission for MS Department of Revenue in TAP.
- Processed 1099s for subcontractors at end of year.
- Assisted in creating the company from the ground up, from formation and registering with all tax agencies, along with creating an original marketing campaign and logo.
- Created, monitored, and posted in company's social media profiles (Facebook, Twitter, LinkedIn, Houzz), and composed a company newsletter via MailChimp.
- Designed and worked with advertisers' art departments to build print ads to positively reflect brand.
- Designed and built company's current website, updating with new information as required.
UPDATE: After leaving AC Remedies, company did hire another company to run/redesign website, however, all original copywriting and original layout was transferred to new website.

AM ELECTRIC INC, Jackson, MS

Administrative Assistant, Bookkeeper, Marketing/Social Media Marketing, Web Master/Designer August 2012 – August 2014

- Entered all items billed to company and assigned to correct accounts (accounts payable).
- Entered all invoices submitted by technicians into QuickBooks (hard copy and verbal), received payments, processed deposits, and billed customers.
- Regularly collected on overdue accounts, including filing small claims cases against severely delinquent accounts.
- Submitted weekly payroll through payroll processing company.
- Closed out monthly bank statements, then manually processed monthly sales tax submission for MS Department of Revenue via short form.
- Processed 1099s for subcontractors at end of year.
- Created, monitored, and posted on company's Facebook profile page.
- Designed and build company's current website, updating with new information as required.

LONG ELECTRIC COMPANY INC, Richland, MS

Dispatcher, Administrative Assistant, Bookkeeper

March 2008 – August 2012

- Received customer phone calls for service, entered or created customer profile in dispatching software, and dispatched appropriate technician to call, including rotation in a 24 hour emergency dispatch rotation.
- Started as second dispatcher, then moved to first dispatcher, then eventually became bookkeeper for company, all while still dispatching.
- Entered bills and reconciled vendor statements for accounts payable, then processed checks.
- Processed invoices turned in by technicians, billed accounts receivable customers, and frequently collected on delinquent accounts.

EDUCATION

- **Hinds Community College, Rankin Campus.** Associate of Arts Degree with Honors; Major: Psychology/Marketing Management. Graduated: August 2002.
- **Northwest Rankin High School.** High school diploma; college prep coursework.

OTHER

- I have built QuickBooks company files off back bank statements for customers, sometimes going back 10 years, to bring current on delinquent taxes.
- Member and webmaster for Reservoir Career Women (rezcareerwomen.com)
- Interned and eventually freelanced for the Jackson Free Press.
- 10+ years previous experience in retail management (Lane Bryant, Old Navy, Hot Topic, New York and Co).
- Experienced in repairing office equipment, from jammed printers and shredders, to regularly maintaining and office computer systems.

REFERENCES

Alahna Norton, Co-founder of Reservoir Career Women: 601-331-4045

Rose Williamson, CPA, Barlow & Company: 601-825-1310

Tom Martin, Owner, Advanced Home Repair: 601-503-0350

Karla Phillips, Bookkeeper, Novelty Machine Works: 601-948-2075