

STEPHANIE GRINWALD

Office Manager

stephanie@schmitttechnicalservices.com

SUMMARY

Highly motivated administrative professional with excellent organization skills and interpersonal relations.

EDUCATION

Psychology, Edgewood College, 2011-present

General studies, Madison Area Technical College, 2010-2011

Kinesiology/ pre-physical therapy course work, University of Wisconsin–Milwaukee, 2006-2008

CURRENT DUTIES

- Use QuickBooks Pro for basic accounting, bill paying, invoice logging, financial reports and tracking mileage and reimbursable expense receipts
- Main contact for all company vendors,
- Interact with new and existing clients,
- Management of human resources, employee benefit administration (insurance, retirement plan), payroll coordination with outside vendor and employee relations
- Track progress of jobs, billings and accounts receivable for project managers
- Reviewing, editing and finalizing technical reports for project managers
- Create marketing lists and seek out potential client contact information
- Assist in interviewing prospective new employees
- Assist project managers with many other various tasks as needed

PROFESSIONAL EXPERIENCE

2010–present: **Office Manager**, Schmitt Technical Services, Cross Plains, WI

2010–present: **Gymnastics Coach/Instructor**, Gymfinity Gymnastics, Fitchburg, WI

2009–2010: **Sales associate**, Boston Store, Madison, WI

2008–2009: **Captioning assistant**, CapTel Inc., Milwaukee, WI

2008: **Assistant caregiver**, UWM Children’s Center, Milwaukee, WI

ACCOMPLISHMENTS, TRAINING, AND SKILLS

Helped contribute to substantial growth in company, including size, revenue and employees. Proficient in Microsoft Word, Outlook and Publisher as well as QuickBooks Pro accounting software. Moderate proficiency in Microsoft Excel. Familiar with use of both Mac and PC operating systems. Strong organizational skills, with ability to work well with little supervision. Proactive with projects, and able to balance several projects at once.

HONORS

Dean’s List: Madison Area Technical College, Spring 2011

VOLUNTEER WORK

Dane County Humane Society, 2010-present

Aurora Sports Medicine Institute, 2008