

Savannah Manoukian

Office and Administrative Assistant

Objective

Dedicated and detail-oriented professional with a proven track record in office administration and providing comprehensive administrative support. Adept at managing office operations, coordinating meetings and events, and handling diverse tasks efficiently. Strong organizational and communication skills coupled with a proactive approach to problem-solving. Seeking a challenging position as an Office Administrator/Administrative Assistant where my skills in multitasking, attention to detail, and commitment to fostering a productive work environment can contribute to the success of the organization.

Contact Info

www.savannahm.com
hello [at] savannahm.com
(480)432-3410

Skills

- QuickBooks
- Mitch Business
- ARI Insights
- Asset Management
- Inventory Systems
- Billing & Invoice Management
- SupplyPro
- Microsoft Windows
- Office / MS365
- Square Payments
- Donlen Fleet Tools
- SupplyPro

Education

Arizona Automotive Institute
2015-2016
Diesel Heavy Technician

Tolleson Union High School
2008-2012
Diploma

References

Josh Martin
Customer Success Manager
(623) 203-0216

Lauren Pilger
Chimney Supply Sales
(631) 235-6766

Samantha Madrid
Office Manager
(602) 559-7190

Tyler Behlen
Personal Reference
(805) 440-4028

Work History

Allstate Roofing

07/2023-11/2023

Office Administration Assistant

answer phone calls and schedule customers for estimates, use county assessor to ensure caller is the homeowner or follow up with caller to find out their relation to the homeowner, complete roof measurements for estimator to bid the project accurately, type customer proposals, follow up with customer to ensure they received proposal after being emailed, follow up weekly with customers to check status of project, send proposals to get signed and made into a contract, invoice and collect payments for customer projects, complete paperwork for customer warranties after their project is completed, take monthly office inventory, keep office clean and presentable for customers.

Hardacker Roofing

11/2021-05/2023

Office Manager

ensure employees are on time, ensuring employees complete each days tasks, interviewing potential employees, train new employees on procedures, keep track of all track home new starts and production, complete profit and loss report on each track and residential home at the end of the month, answer phone calls and schedule residential customer estimates.

Track Home Assistant

receive new home documents and purchase orders from builder webpages, enter purchase orders into Quickbooks, match plan and elevation takeoffs, order all roofing materials and communicate with suppliers to ensure materials will be delivered on time, bill lots as steps are completed, communicate with builders over email and builder webpages to inform them which steps are complete.

Bookkeepers Assistant

retrieve supplier invoices, match invoices to orders, enter invoices into Quickbooks, match statements from suppliers to Quickbooks end of month report, inform builders of 90+ days overdue invoices.

BRW Truck Repair

01/2020-10/2021

Service Advisor

providing excellent customer service. Using Mitchell for estimates, work orders and invoicing. Work with partnered companies: ARI, Element or Donlen.

Accountant

using QuickBooks for all invoicing and billing, calculate and file payroll, ensure part accounts are in order; returns and cores included.

Holsum Bakery

04/2019-03/2020

Sanitation

Wash and sanitize ingredient buckets and machinery, keep the outside and inside of the warehouse clean and sanitized, upkeep inventory on sanitor supplies.

Community Tire Pros and Auto Repair

12/2018-04/2019

Manager of Retail Operations

answer phone calls, schedule appointments and service calls, write service tickets and work orders, make estimates for customers, schedule technicians work, go over a vehicle inspection with the technician and then with customer, maintain customer lounge and keep stock orders of shop supplies needed for technicians.

Complete Work History Available at
www.SavannahM.com