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## Jennifer Marr

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### Office Manager/Administrative Assistant/Collections Manager

Administrative Support Professional offering versatile office management skills and proficiency in Microsoft Office 2007 and Word Perfect Programs. Over ten years experience. Strong planner and problem solver, who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Notary Public-Georgia

<i>Office Skills:</i>	Office Management Records Management Event Management Executive Support	Spreadsheets/Reports Calendaring Administration Database	Travel Coordination Accounts Payable Accounts Receivable
<i>Computer Skills:</i>	MS Word MS Excel MS PowerPoint MS Outlook MS Access MS Project	Ultra Tax Engagement Plus QuickBooks Practice Solutions Juris DLS	Maximo Time Slips Adode Reader

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### Professional Experience:

**Metcalf Davis** (CPA firm)

**Atlanta, Georgia** 10/2008 to 08/2009

*Administrative Assistant:*

- Saved the firm money by downloading forms to return unused postage.
- Process tax returns, including but not limited to Individual, Partnerships, Corporations, (including S and H), Exempt Organizations, Deferred Comps, Estate and Gift Tax, 1040NR and Property tax returns.
- Help with travel arrangements to site locations.
- In charge of drafting engagement letters to obtain new business or renew existing business.
- Keep up with storage files in Access; make sure it is up to date and accurate.
- Input investors' information into database in order to process 1040NR returns.
- In charge of monthly stats report to show the number of returns went out from prior month
- Send weekly reports of tax returns that are due in excel format.
- Saved the company time by improving the control system for tax returns.

**Santi & Associates** (CPA firm)

**Alpharetta, Georgia** 10/2005 to 10/2008

*Office Manager:*

- Saved the firm money by launching collections and bringing past due accounts current.
- Assistant to owner, in charge of his calendar, made appointments, made travel arrangements for him, returned phone calls to necessary clients/other businesses upon his request. Type correspondence letters.
- Helped process tax returns, make copies, bind tax returns, make ready for signature, electronically filing of 1040's.
- End of month billing, prepared invoices. Sent invoices and statements out, end of month reports. Post invoices. Printed and listed billing reports in appreciate place or on a spreadsheet. Printed report for staff rate/profit.

- Entered new clients into database (Practice Solutions).
- Accounts receivable, answered client questions, processed payments, made deposits at bank.
- Updated client information into accounting software (Ultra Tax).
- Handled any tenant issues that may arise.
- Kept up with storage file book-made sure it is up to date.
- Kept tax log-in and Ultra Tax up to date with tax return status.
- Ordered office supplies.
- Draft bank letters for clients for banks, mortgage companies, etc.
- Sent copies of tax returns by via email, fax or mail to client, banks, mortgage companies, etc.

**Swope, Rodante** (Law firm)

**Tampa, Florida** 09/2000 to 11/2004

*Operations Manager:*

- Responsible for the upkeep of the law firm, which included but not limited to building maintenance, housecleaning, sick/vacation time, health care benefits, ordering supplies, oversaw the administration team.
- Coordinated and set up for mock trials, made sure legal staff was prepared, ordered supplies, set up luncheons.

*Bookkeeping:*

- QuickBooks for entering data for accounts receivable and payable. Entered new clients and or vendors into data base, reconciled account.

*Legal Assistant:*

- Helped attorneys in preparing for trials, obtaining information for case related items.

**Maney and Gordon, P.A** (Law firm)

**Tampa, Florida** 06/1999 to 09/2000

*Bookkeeper/Collections:*

- General Ledgers.
- Collection calls on past due accounts.
- Accounts receivable: recorded deposits, processed credit card transactions, bank deposits, account summaries.
- Client research (billing and trust account).
- Billing and invoicing, billing/trust, research billing.
- Maintained accounting system (DLS & Juris), setup new clients. Updated clients' addresses and phone numbers.
- Filed for accounting/billing/general/trust and check stubs.

Professional references available upon request