

Education

Middle Tennessee State University, Murfreesboro, Tennessee
Bachelor of Science in Organizational Leadership; May 2010

Employment

Monarch Capital Management, Inc.

December 2014 – Present

Office Manager and Equity Trader

Fort Wayne, Indiana

Responsibilities include trading, opening new accounts, processing client withdrawals and deposits, fee billing, filing, balancing accounts, creating client mailings, maintaining the office website, scheduling, event planning, and various other tasks as needed.

Three Rivers Dermatology

August 2011 – December 2014

Assistant Director of Operations

Fort Wayne, Indiana

Responsibilities include social media marketing, assisting with the hiring and orientation process, assisting in office event planning and marketing efforts, scheduling employees, arranging travel for the physician as needed, handling medical record transfer requests, preparing payroll, paying invoices, maintaining office files, checking voicemail, placing and tracking orders, and performing various other tasks as needed.

Skin Solutions Dermatology

June 2010 – March 2011

Front Office Lead/Administrative Assistant

Franklin, Tennessee

Responsibilities include scheduling employees, training others, handling medical record transfer requests, managing multi-line phones, scheduling, rescheduling and confirming appointments, verifying insurance benefits, and performing various administrative tasks as needed.

Michael Sykes Productions

April 2009 – March 2011

Administrator

Smyrna, Tennessee

Responsibilities include basic bookkeeping, preparing and shipping orders, maintaining company files, answering and returning phone calls, and other administrative tasks as needed.

Prudential-Rowland Real Estate

May 2008 – April 2009

Smyrna/Murfreesboro, Tennessee

Receptionist/Office Manager

Responsibilities include contacting vendors, agent billing, entering listings in the MLS system, performing administrative tasks and support, and managing an office of 30 + Real Estate Professionals. Compiling data for and executing mail outs, scheduling showings, and answering and directing calls.

Community Activities

Junior League of Fort Wayne

Membership Vice President June 2017 – Present

Responsible for managing membership records and overseeing member engagement, training, recruitment, and retention.

Community Vice President June 2016 – May 2017

Coordinates with Community Service and Community Logistics committee chairs to ensure that the Junior League's community program is running efficiently and fulfilling the league's mission.

Communications Chair June 2015 – May 2016

Community Service Co-Chair June 2014 – May 2015

Crohn's & Colitis Foundation

Chapter Ambassador/Volunteer/Camp Counselor October 2012 – Present

Big Brothers Big Sisters

Big Sister (Big Couple) May 2015 – Present

Areas of Expertise

Customer Service

Event Planning

Marketing

Social Media

Volunteer Coordination

Word, Excel, Power Point, Publisher