

SUZETTE CARSON

2890 Poinciana Street • Naples, FL 34105
239.643.5459 • carsonsuzette@gmail.com

EXECUTIVE ASSISTANT / ACCOUNTING / OFFICE MANAGEMENT

Ability to Multi-Task in A Fast Paced and Deadline Driven Environment
Professional with Exceptional Customer Service and Communication Skills
Extremely Organized with Strong Sense of Urgency and Problem Solving Skills

- Highly dedicated, self-motivated professional with impressive administrative experience.
 - Exudes professionalism and a positive service attitude at all times with a high work ethic.
 - Maintains Outlook calendar(s) in current and accurate status, ensuring clear communication.
 - Prepares meeting materials and assists with the development of PowerPoint presentations.
 - Impressive experience providing detailed A/R, A/P, invoicing and managing all collections.
-
-

COMPUTER SKILLS

MS Word • Excel • QuickBooks Pro • Outlook • Power Point • Goldmine • World Ledger 4000 • Star Management • Doc.It Suite 4 • Caseware Software • Groove Office • Trans Accounting

PROFESSIONAL EXPERIENCE

Notary Signing Agent, National Notary Association, Naples, Florida **8/16 to Present**

- Receives loan documents from banks, title agencies and financial institutions on behalf of clients.
- Meets with clients to present, explain and notarize documents, and returns to lender timely.

Administrative Assistant, Hill, Barth and King, LLC, Naples, Florida **12/14 – 7/16**
(Company purchased Urish Popeck of Florida, LLC), 1/16 – 7/16

- Assisted daily and maintained calendar for 5 principals and high volume conference rooms (5).
- Greeted clients, handled phones directing calls to 50+ staff, and answered client questions.
- Setup new tax projects, updated status, scanned all documents and notified client for completion.

Executive Assistant to Principal, Urish Popeck of Florida, LLC, Naples, Florida, 12/14 – 1/16

- Initially hired as Receptionist and **promoted after 4 months tenure** assisting 3 CPA's.
- Managed all billing, appointment scheduling, inventory, mail, conference rooms and scanning.
- Prepared all principal's correspondence, tracked projects and updated on current status.

Administrative Assistant to Owner, E. Sue Huff & Associates, Inc., Naples, Florida **10/10 – 12/14**

- Created Press Releases, Brochures, Articles, Social Media and Newsletters for clients.
- Maintained multiple Excel spreadsheets of billable hours and invoiced accordingly.
- Handled A/P and A/R, bank account and credit card spreadsheets, and General Ledgers.

Executive Assistant to CFO, DataWorks, Inc., Naples, Florida **5/05 – 12/10**

- Billed 400 client base for annual maintenance/hosting fees, upgrades and new software.
- Responsible for collections, invoicing, updating and maintaining database and bank deposits.
- Ran reports keeping CFO updated and handled customer software upgrades and hardware sales.

Administrative / Accounting / Receptionist, Preferred Travel, Naples, Florida **5/96 – 7/04**

- Initially hired as Receptionist and promoted to handling A/R and accounting for 3 offices.
- Responsible for accounting of all airline tickets sold and performed collections as needed.
- Tracked and reported all commission sales in agency with breakdown of all categories.
- Achieved status as Government Certified ARC Specialist.