

Sharon M. Miller
3643 Cazador St.
Los Angeles, CA 90065
323-356-7228

Management Skills

30 years. of experience
in: Office Management
Sales Support
Development of teams
in a
professional service
industry

30 years. of experience
in: All facets of
Bookkeeping, billing,
payroll, and
collections.

Excellent Verbal and
Written
Communication Skills

**Organization/Project
Management Skills**

Effectively organize,
plan
and coordinate
multiple
projects and deadlines
Excellent analytical and
Problem solving ability
Meticulous attention
to detail

Administrative Skills

Able to handle:
Heavy workloads while
Ensuring smooth
administration of office
Personnel
Administration
Human Resources
Bookkeeping
Payroll
Notary Public
Quick Books Pro
Word Processing
Microsoft Office

'I have over 30 years of experience in managing various aspects of corporate office operations in professional service industries, strong leadership qualities such as; project management, organizational, analytical and problem solving skills. I have excellent verbal and in "deadline" situations.

Work Experience

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| Southwest California Synod - FIT Administrative 1300 East Colorado Street, Glendale Ca 91205 | August, 2011 - Present (818) 507-9591 |
| First Lutheran School - PIT Teachers Assistant 1300 East Colorado Street, Glendale C 91205. | September, 2008-Present (818) 244-7319 |
| Tobinwor1d – Accounts Payable Payroll. 920 East Broadway , Glendale CA 91205 | September, 2006- May, 2007 (818)244-7319 |
| Rey-Crest Roofing and Waterproofing – F/C Bookkeeper | April, 1990- August, 2006 (323)257-9329 |
| Thorne Hall Occidental College- Theater Assistant & Box Office. 1600 Campus Road, Los Angeles CA 90041 | September, 1984-June 1988 |

Education

Occidental College - Comparative Literature Major
Glendale Community College - Bookkeeping courses
Professional Development Center - Microsoft Office
American Notary Group - Notary Public