

TERI PINELLO

1611 Stillwaters Ave, Centralia WA 98531 | (360) 528-9817 | teripinello@gmail.com

Organized, dedicated, knowledgeable Office Management professional with 30+ years' experience in Human Resources, Accounting and Bookkeeping and Office Administration. Career Objective is to contribute and render my experience to an organization for the next 5 years leading up to retirement.

SKILLS & ABILITIES

- Solid understanding of bookkeeping, accounting principles, labor laws and office administration best practices
- Strong work ethic, integrity, and commitment with ability to manage workload while exhibiting good judgment
- Self-motivated go-getter with the initiative to achieve beyond what is expected
- Time management skills to prioritize and manage multiple concurrent projects
- Strong working knowledge of Office 365, QuickBooks, Salesforce and CrowsNest ERP
- Fast study with requirements outside my core skills

EXPERIENCE

BUSINESS MANAGER – BOISTFORT VALLEY WATER, ADNA WA – TEMPORARY POSITION - JUNE 2020-AUGUST 2020

- Recorded day to day financial transaction and completion of the posting process.
- Received, recorded, and deposit cash, check, and vouchers as well as reconciled records of multiple bank transaction, posted and reconciled credit card transactions.
- Processed Accounts Receivables/Payables and payroll liabilities.
- Analyzed company's financial data and prepared reports for Board of Directors.
- Completed tax filings and payments in arrears, brought back into compliance, including 940 FUTA, 941 Withholding, Excise, L&I, Unemployment and PFML.

OFFICE MANAGER | HR REP – WINDFALL LUMBER, TUMWATER WA – APRIL 2012-APRIL 2020

- Successfully contributed to the growth of a architectural wood company through Office Management, Sales Administration, and Human Resources initiatives.
- Developed and implemented HR policies, maintained employee records, instituted employee benefit and development programs. Prepared reviews, compensation, and benefits packages.
- Administration of the sales process, created customer invoices, received payments, resolved billing issues, and reconciled Accounts Receivable.
- Analyzed financial data and prepared reports for senior management.
- Backup to Accountant for Accounts Payable, Payroll and tax filings.
- Processed sales contracts, legal documents, and insurance policies.

OFFICE ADMINISTRATOR – ENVIRONMENTAL SYSTEMS RESEARCH (ESRI), OLYMPIA WA – MAY 2006-APRIL 2020

- Managed day-to-day administration of regional office for a leader in GIS software. Supervised non-exempt staff.
- Assisted sales executives with forecasting, tracking of business plans and annual budgets.
- Worked closely with Inside Sales Reps and Account Executives with daily use of Salesforce software.
- Coordinated logistics for meetings, tradeshows, and seminars within the region.
- Approved timesheets, project billing charges, and issued purchase orders.

PREVIOUS EXPERIENCE INCLUDES: Facilities & Project management, Integrated Technologies Systems & Support

- Office Manager/Executive Assistant; Orbian Corp, Norwalk CT (2004-2006)
- Facilities Manager; 1 million sq/ft office high rise, Bertelsmann, New York NY (2002-2004)
- Marketing Specialist; Brown Printing/Bertelsmann, New York NY (1993-2001 Sales Admin (1989-1993)
- Office Manager; Affinity Group Marketing, New York NY (1986-1989)
- Executive Assistant; Rodino, Foreman & D'Uva Law Firm, Roseland NJ (1984-1986)

EDUCATION

COUNTY COLLEGE OF MORRIS, MORRISTOWN NJ – ASSOCIATE OF ARTS, BUSINESS ADMINISTRATION

Additional coursework includes: Accounting Foundations, Bookkeeping Fundamentals, QuickBooks Pro Essential Training, Human Resource Management, Leadership 101, Crucial Conversations, Successful Communication, Managing Multiple Projects-Objectives and Deadlines, Traction-Entrepreneurial Operating Systems, Salesforce Administration.