

MEREDITH DENTON

OFFICE MANAGER

CONTACT

901.604.4455

denton.meredith@gmail.com

Oakland Tennessee

SKILLS

Accounts Payable
Accounts Receivable
Budgeting/Forecasting
Creating Processes and SOPs
Payroll
HR

Yardi
ADP
Outlook/Microsoft Office
Licensed in Property & Casualty Insurance

EDUCATION

State Technical Institute at Memphis
Associate of Applied Sciences
Office Systems & Accounting

Kingsburg High School
General Education

References Available Upon Request

WORK EXPERIENCE

Palacio-Miller Agency

Collierville Tennessee

Agency Manager

2022-Present

- Responsible for managing two office locations
- Recruiting, interviewing, and onboarding new employees
- HR responsibilities
- Familiarity on Auto and Homeowner policies
- Creating processes and systems to streamline operations
- Created SOP (standard operation procedures)
- Train new staff on system operation and carrier navigation
- Leading weekly staff meeting
- Vendor relationship building
- Carrier Rep. relationship building

StoryPoint-Collierville

Collierville Tennessee

Property Administrator

2021-2022

- Overseeing financial health of community
- Accounts Receivables
- Accounts Payables
- Budgeting & Forecasting
- Lead and run weekly budgeting meetings
- Implemented filing system for Employee files
- Reception Staff responsibilities including interviewing, hiring, onboarding, training, & scheduling
- Assist with Tours
- Attend Community Events
- Yardi usage for AP, AR & Budgeting
- Leading with Servant Leadership Principles

The Pointe at Kirby Gate

Memphis Tennessee

Associate Executive Director

2018-2021

- From 2018-2019 served as the Business Office Manager. Promoted to Associate Executive Director in 2019.
- Accounts Receivables
- Reviewed Resident Statements for Accuracy
- Accounts Payables
- Budgeting
- HR Contact
- Assisted with interviews. Completed the hiring process and onboarded new employees
- Implemented filing system for Employees and Residents
- Assist with Tours
- Attend Community Events
- Yardi usage for AP, AR & Budgeting
- Within 60 days of hire AP was up to date and within 90 days AR was up to date.
- Received Gold Star BOM award for accuracy May 2018

MEREDITH DENTON

OFFICE MANAGER

CONTACT

901.604.4455

denton.meredith@gmail.com

Oakland Tennessee

SKILLS

Accounts Payable
Accounts Receivable
Budgeting/Forecasting
Creating Processes and SOPs
Payroll
HR

Yardi
ADP
Outlook/Microsoft Office
Licensed in Property & Casualty Insurance

EDUCATION

State Technical Institute at Memphis
Associate of Applied Sciences
Office Systems & Accounting

Kingsburg High School
General Education

References Available Upon Request

WORK EXPERIENCE

Goodyear Tire & Rubber Co.

Memphis Tennessee
Office Administrator

2014-2018

- Responsible for all billing
- General administrative duties
- Maintaining control of assets, inventory and fleet
- Maintain personnel records in compliance with federal, state, company policy, and OSHA regulations
- Payroll
- Managing all paperwork in compliance with company policy and audit
- Developing and maintaining vendor relationships
- First step interviews and onboarding of new employees

Dobbs Ford

Bartlett Tennessee
Service Consultant

2012-2014

- Working with customers to understand car repair needs
- Liaison between auto mechanics and customers to explain repair needs and costs
- Consistent communication with Ford Motor Company on repairs under vehicle warranty and extended warranty
- Working in fast paced environment that is constantly changing
- Developing and maintaining good vendor relationships
- Trained new employees

Carmax

Bartlett Tennessee
Service Consultant

2007-2012

- Working with customers to ensure timely repair of vehicle
- Consistent communication with extended service plan to get approval for car repairs
- Liaison between the mechanic, service company, and customer to explain needed repairs on vehicle and costs
- Scheduled repairs to keep productivity consistent
- Working in a fast paced environment that is constantly changing
- Trained new employees
- Paid service bills
- Balancing of cash drawer
- Developing and maintaining a positive vendor relationship