

Lori Smith

EXPERIENCE

LOGAN CREEK CONSTRUCTION – Oregon, Ohio (June 2002 - Present)

Title: Business Manager

- 12 years previous office administration and management
- All HR functions and payroll
- Process all invoices and enter into Quickbooks
- Drugfree Workplace Coordinator
- All A/R and A/P processing, all monthly reports, and account reconciliation
- Process all bank draws, pay all subcontractors monthly, process all waivers of lien.
- Update all contracts and legal documents
- Oversee all office functions, purchase all office supplies and equipment, oversee inside and outside maintenance.
- Make all travel arrangements
- Process all expense reports
- Oversee Office Asst.
- Assist with Proposals , Quotes and correspondence for President