

Stephanie Carroll

Office Manager/ Bookkeeper/ Payroll

10719 County Road 2258
Tyler, TX 75707
903-780-2095
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To secure a challenging position with your company that will utilize my experience in dealing with the public as well as expand my knowledge and abilities.

Experience

2015 – Current **Hal Williams Enterprises**

Office Manager, Payroll, Bookkeeper, Account Payable, Accounts Receivable, Prepare all documents for end year taxes, Maintain State DOT regulations on all equipment.

2015- Current **Pools East**

Office Manager, Payroll, Bookkeeper, Account Payable, Accounts Receivable, Prepare all documents for end year taxes, Maintain State DOT regulations on all equipment.

2023- Current **Inspire Martial Arts**

Teach children of all ages Taekwondo while expanding my current skills to a higher-ranking black belt. Inspire children and adults to become their greatest potential.

2015-2020 **Innovative Therapy Group**

Office Manager, Created a system for all Speech, Occupational and Physical Therapist to maximize the intake and therapy sessions, Billing, Bookkeeper, Prepare documents for end year taxes, Credentialing

2014-2015 **Ramsey Fritz**

Payroll, Bookkeeper, Account Payable, Accounts Receivable

Education

2010-2012

Business Management

Tyler Junior College
Associate
Phi Theta Kappa Society

2012-2014

Photography/ Graphic Design

Tyler Junior College
Associate
Phi Theta Kappa Society

Skills

- Creativity
- Leadership
- Organization
- Problem solving
- Teamwork

Reference

Gary Blevins 903-920-6044
Tony Spawn 469-975-4310
Angel Howerton 903-330-5682

