

# PRIDE ENTERPRISES INCORPORATED

## BUILDERS & CONSTRUCTION MANAGERS

### Office Manager



KELLI MORALES  
OFFICE MANAGER  
PRIDE ENTERPRISES, INC.

**KELLI MORALES** is approaching her 10th anniversary in the construction industry. Kelli's primary responsibility at PEI is to provide administrative support to every department. She is responsible for overseeing Payroll as well as maintaining Account Receivables and Account Payables. Overall, Kelli ensures the easy operation of the office and is proficient in Windows O/S, Microsoft Office Package and Timberline.

#### Professional Experience:

**1/02 - Present**

**Office Manager**

**PRIDE ENTERPRISES, INC.**

#### Responsibilities Include:

- Serving as Office Bookkeeper and Maintaining Account Receivables, and Account Payables
- Overseeing Payroll and all Human Resource issues
- Ordering all office machines and Maintaining all office functions
- Supervising secretarial staff and interns and Coordinating all scheduled meetings

**7/95 - 12/01**

**Office Manager**

**R.I. WILLIAMS & ASSOCIATES**

#### Responsibilities Included:

- Serving as Office Bookkeeper
- Maintaining Payroll, Account Receivables, and Account Payables
- Handling all Human Resource issues
- Maintaining all office functions and ensuring the easy operation of the office
- Ordering all office machines and supplies
- Supervising secretarial staff and interns
- Coordinating all scheduled meetings

**2/92 - 7/95**

**Sr. Customer Service Rep.**

**NATWEST BANK, ENGLEWOOD, NJ**

#### Responsibilities Included:

- Opening accounts
- Overseeing teller line and Safe Deposit boxes
- Assisting customers with any concerns or problems
- Working closely with the Assistant Manager in running the branch

**4/90 - 2/92**

**Head Teller**

**CITIZENS 1ST NAT'L BANK, HACKENSACK, NJ**

#### Responsibilities Included:

- Overseeing all tellers and their activities
- Auditing the vault as well as the tellers
- Monitoring in and out cash flow of the bank
- Producing various reports

**5/86 - 4/90**

**Teller**

**CITIZENS 1ST NAT'L BANK, BERGENFIELD, NJ**

#### Responsibilities Included:

- Balancing cash box
- Supplying head teller with daily reports as needed

PRIDE ENTERPRISES



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