

YVETTE PORTER

PROFILE Detail oriented Office and Event Manager with over 5 years of experience handling administrative tasks, payroll, and filing systems for busy, mid-size companies. Highly dependable, ethical, and reliable support specialist and leader. I work effectively with teams in ensuring operational and service excellence.

WORK HISTORY

ADMINISTRATIVE ASSISTANT, NOVA FIREPLACES, INC.

11/2023 – 2/2024

- Oversee general office operations.
- Schedule appointments and maintain calendar.
- Verify accuracy of vendor invoices, credits, and price discrepancies.
- Manage communication with external vendors and customers.

ACCOUNTS PAYABLE, PARTS WAREHOUSE DISTRIBUTORS, INC.

02/2022 – 10/2023

- Schedule appointments, maintain calendar for Accounting Department.
- Audit, confirm, post and process payables.
- Verify accuracy of vendor invoices, credits, and price discrepancies.
- Manage communication with external vendors.

OFFICE MANAGER/EVENT MANAGER, COAST2COAST PUBLIC SAFETY FORMERLY DIEHARD SECURITY SOLUTIONS

06/2018 – 12/2020

- Overseeing general office operations; coordinating meetings and managing schedules
- Responsible for payroll, accounts payable, and accounts receivable.
- Coordinating appointments, meetings and managing schedules
- Supervising, mentoring, and training office staff.
- Coordinate with vendors and manage event staff for large events at various venues
- Dispatch – ambulance transports in Ohio

EDUCATION **COLLEGE OF SAN MATEO**

- General Education
- Phlebotomy Technician, Certification

CALIFORNIA STATE EAST BAY

- EKG Technician, Certification
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