

## **LAURIE BELTON**

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### **Summary**

Executive Assistant with experience in many areas of business operation. Very organized, self-starter who is able to multi-task, and has been entrusted with high levels of confidentiality for many years.

Additional abilities include:

<i>Office Skills:</i>	<ul style="list-style-type: none"><li>• <i>Office Management</i></li><li>• <i>Records Management</i></li><li>• <i>Calendaring</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Spreadsheets/Reports</i></li><li>• <i>Event Management</i></li><li>• <i>Travel Coordination</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Front-Desk Reception</i></li><li>• <i>Executive Support</i></li><li>• <i>Business Correspondence</i></li></ul>
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<i>Computer Skills:</i>	<ul style="list-style-type: none"><li>• <i>Windows 7 and XP</i></li><li>• <i>MS Office 2007</i></li></ul>	<ul style="list-style-type: none"><li>• <i>MS Word</i></li><li>• <i>MS PowerPoint</i></li></ul>	<ul style="list-style-type: none"><li>• <i>MS Excel</i></li><li>• <i>MS Outlook</i></li></ul>
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### **Experience**

**MANN CONROY EISENBERG & Associates, LLC** – Greensboro, NC

**2004 to 2011**

**Executive Assistant**

- Communicated with Partners and clients to plan meetings and conference calls across several time zones.
- Managed Executive Assistant duties for business owner and 6 partners in several states and Canada.
- Performed Office Manager duties.
- Created and enhanced PowerPoint presentations. Took PowerPoint I and II classes at New Horizons, Greensboro NC.
- Coordinated Travel in the U.S. and Europe.
- Executed Accounts Receivable and Accounts Payable duties for several branches.
- Maintained Business correspondence in the U.S and Internationally.
- Entrusted with signature authority on several bank accounts and prepared and made bank deposits.
- Performed receptionist duties.
- Filed and organized business documents and patent correspondence.
- Responded to afterhours security calls.

**INDUSTRIAL ELECTRONIC SOLUTIONS** – Greensboro, NC

**1995 to 2003**

**Bookkeeper**

- Handled bank deposits.
- Executed all Accounts Payable and Accounts Receivable duties.
- Maintained all billing/invoicing.
- Executive Assistant to business owners.
- Assisted with equipment purchases.
- Balanced petty cash.
- Filed and organized business documents.
- Performed receptionist duties.

**FOOD EXPRESS – Greensboro, NC**  
**Bookkeeper**

**1991 to 1995**

- Created an Excel spreadsheet and managed inventory out and cash in for 10 delivery route drivers.
- Maintained a weekly inventory of the warehouse.
- Executed Accounts payable duties.
- Assumed Money room duties when needed. (counting cash and preparing deposits for pickup by Wells Fargo)
- Filed and organized business documents.

**SID HARVEY SOUTHEAST – Greensboro, NC**  
**Bookkeeper**

**1985 to 1991**

- Executed all Accounts Payable and Accounts Receivable duties.
- Prepared Payroll for 18 branch offices in the Southeastern United States.
- Maintained records for and assisted employees with personnel and insurance matters.
- Prepared and made bank deposits.
- Contacted customers regarding late payments.
- Filed and organized confidential business records and documents.

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**Education**

**WESTERN CAROLINA UNIVERSITY – Cullowhee, NC**

- B.S., Social Work 1983

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**Community Activities**

- Girl Scout Co-Op Troop Leader for 5 years.
- Coordinated several Troop clothing drives for Goodwill Industries.