

## **Heather Adams**

**Summary:** Detail-focused Office Administrator with demonstrated ability to increase efficiency and streamline procedures through organizational skills and new technologies.

- Expertise in developing and delivering monthly, quarterly, and annual financial statements for management within tight deadlines.
- Consistently leverage organizational skills to manage multiple tasks simultaneously.
- Exceptional communication and customer service skills; demonstrated ability to work effectively with people at all levels and from diverse backgrounds.
- Proficient in MS Office Suite (Word, Excel, Outlook, PowerPoint), QuickBooks Pro Systems Accounting Software.

### **Experience:**

#### **June 2018-Current Administrative Director Eye Candy Companies**

Maintain accounting for all companies including but not limited to accounts receivable, accounts payable, invoicing, payroll, financials and coordinating with accountant for yearly tax filings. Find best software solutions to help all companies run efficiently and maintain best automations.

#### **Eye Candy Publishing**

Oversee the development and publishing of several books that include obtaining photography and text. Maintain contracts with photographers, printers and other vendors. Manage sales and invoicing of the books to corporate clients and continued sale of inventory.

#### **Eye Candy Aircraft**

Oversee the purchase, sale, and lease of aircraft. Responsible for purchase and sales negotiations and agreements.

#### **Eye Candy Aviation**

Manage fleet maintenance and coordinate preventative and FAA required maintenance. Research and negotiate best avionics to maximize use for lease or best price for sale. Coordinate lease agreements with pilots and keep records of flight schedules and times. Maintain analytics of aircraft costs and usage.

#### **July 2014 – June 2018 Controller Towing & Heavy Haul Service**

Oversaw the operations of towing & heavy haul operations which included: managing drivers, dispatchers, booking loads, pulling permits. Keeping accurate records for all FDOT and insurance requirements. Prepared payroll and all monthly financials. Maintained and oversaw a fleet of over 20 trucks ranging from Class A flat bed tow trucks to 50 ton wreckers and heavy haul semis with various step deck and flatbed trailers used for specialized transport.