

Valerie Vaughan

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Summary

Take-charge professional delivering executive support and team leadership to business operations. Dependable and detail-oriented to manage multiple tasks and priorities. Broad experience includes office management, accounting, accounts receivable, invoicing, dispatching, database management, vendor negotiations and contract management. Recognized for exemplary customer service and team collaboration.

Skills

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| * Facilities Management * Organizational Leadership * Office Administration * Employee Training * Records Management * Operations Management | * Administrative Management * New employee orientations * Customer service understanding * Business operations knowledge * Document Preparation * Information Protection |

Experience

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| Southern States Management Group, Inc. | Ormond Beach, FL  Director of Administrative Services  *03/2017 - Current* | * Developed and managed office policies, procedures, and systems to ensure efficient operation. * Managed staff recruitment processes including job postings, interviewing applicants, making offers of employment. * Led teams in developing new strategies for improving administrative operations efficiency. * Coordinated the implementation of technology solutions to improve organizational productivity. * Monitored progress against key performance indicators associated with administrative services operations. * Conducted regular audits of administrative practices to identify areas for improvement or process streamlining opportunities. * Organized meetings by preparing agendas; reserving meeting space; arranging catering; recording minutes; distributing notes; following up on action items. * Developed relationships with external vendors and suppliers to facilitate cost savings initiatives and increase operational efficiency. * Reviewed incoming requests from internal stakeholders to prioritize tasks based on urgency and importance. * Assisted senior leadership in developing long-term goals for the organization's administrative services department. |

Education and Training

Daytona State College | Daytona Beach, FL

Business Administration and Management

Embry-Riddle Aeronautical University - Daytona Beach | Daytona Beach, FL

Business Administration and Management

Activities and Honors

* Volunteer with local schools.
* Coached Junior Varsity Cheer Squad
* Explore local communities.

Accomplishments

* Southern States Management Group, Inc. GOAT award
* Imagine School at Town Center PTO's Employee volunteer of the year.