

Lisa Landman

Administrative/Finance Professional

Personal Info

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Twitter

https://twitter.com/lilandman_

Skills

Computer skills-proficient in Microsoft Office, G-Suite, QuickBooks

Problem solving-strong organizational skills

Team building-exceptional interpersonal skills

Multi-tasking skills-thrive in deadline-driven environment

Detail-oriented professional with over fifteen years of experience as a manager providing administrative, financial, and customer service in both large and small organizational environments.

Experience

2017 -
present

Administrative and Accounting Manager

City Sightseeing Orlando

- Responsible for all accounting, administrative and customer service functions for 5 independent organizations within the tourism and travel industry.
- Manage bi-weekly payroll, accounts payable/receivable, billing and general accounting.
- Oversee human resource activities including initial hiring procedures.
- Manage all paperwork related to fleet vehicles including insurance and DOT compliance.
- Complete all annual registrations and renewals required by industry and regulatory organizations.

2016 -
2017

Coordinator

Bishop Grady Villas

- Directed and managed the operations and activities of three residential villas to assist individuals with disabilities.
- Created accurate and timely administrative monthly reports.
- Managed administrative tasks and ensured managers received necessary support.
- Recruited, supervised and trained Direct Support Professionals.
- Acted as liaison to outside administrative and case managers.
- Conducted ongoing training to staff, including creating training manuals and policies.

2005 -
2016

Owner/Administrator

Fit-EST

- Responsible for all administrative, financial/accounting and client service functions.
- Maintained daily operations and coordination of calendars/schedules for all employees and clients.
- Conducted initial recruiting and interviewing, employee training and continuing educational training for all staff.
- Created and managed successful health and wellness facility.
- Conceived, designed and activated an innovative web site increasing client base by 65%.
- Created eye-catching social media, blogging, and marketing materials.

Education

2002 -
2005

Fordham University

Doctorate in Applied Psychology
Masters in Applied Psychology
3.9 GPA

1998 -
2002

Yale University

Bachelors in Psychology
Graduated with Honors