

Lisa R. Sheckels
9675 Luther Beck Road
Hastings, FL 32145
904-547-1714
lrsventures@gmail.com

Summary of Qualifications

- 1. Willing to assume responsibility, self-motivated, with a high degree of professional integrity.*
- 2. Well rounded, flexible team player, and has the ability to learn quickly.*
- 3. Skilled in applying a logical, common sense approach to seeking practical solutions.*
- 4. Well organized, a problem solver who enjoys challenges.*
- 5. Communicate effectively when dealing with people.*

PROFESSIONAL EXPERIENCE

Climate Masters Heating & Air Conditioning

5275 US Highway 1 South

Preventive Maintenance Coordinator

December 2011 – April 2013

Pull preventive maintenance contracts monthly in order to contact and schedule all homeowners for semi-annual maintenance.

Using outlook calendar I scheduled 3 different pm schedules daily, keeping each man in a particular area of town to save the company time and money.

Ordered parts and supplies to keep the maintenance section running smoothly.

Accepted payment for contracts and parts for all sections of the company.

Answered calls and scheduled service for the service department.

Organized and kept track of items sold by the maintenance tech's to ensure proper commission.

Typed and sent quotes for new air conditioning systems for the company.

Filed all paperwork and purged files as needed.

Answered multiline phones and took messages as needed.

Wedding Coordinator

Hastings, FL 32145

June 1999-Present

Conduct multiple meetings with Bride.

Inform and prepare entertainers of music and times.

Determine all equipment needed for the stage (Candelabras, Candle Lighters, Music stands, etc.)

Prepare a guest book table

Determine Timing: When they need to get in to the sanctuary/lobby to decorate; what time rehearsal begins; when attendants/family needs to arrive for ceremony preparation/pictures.

Talk through the ceremony itself

Prepare ushers

Determine will seat mothers/grandmothers specifically?

Also, where applicable, step dad and step mom seating arrangements.

Who will light candelabras, unity candle?

Where people will be seated (VIP's, immediate family, Bride's side, Groom's side)

Order of groomsmen/bridesmaids

Any other special details

Arrive at rehearsal an hour prior to wedding

Moultrie Baptist Church
3699 US 1 South, St. Augustine, FL 32086
Finance/Church Secretary
October 2008-May 2011

Tracked all financial contributions to the church manually (checkbook) and electronically using management software, allocating to different accounts and charities as required.

Managed all the church accounts and posted bills to the appropriate account numbers.

Tracked all debit card and EFT's posted throughout the month ensuring proper usage, reporting any questionable actions.

Maintained a financial balance manually (checkbook) and through the use of computer software.

Submitted financial obligations to the appropriate accounts for approval ensuring they were paid in a timely manner.

Paid financial obligations through the use of a computer generated check writing software.

Managed, prepared and submitted time and attendance payroll of church staff to Paychex.

Assisted in preparing the annual budget by referring to prior year expenditures and future year goals.

Tracked members total annual financial contributions. Total of each members charitable contributions were mailed to members for tax purposes.

Combined with duties listed below.

Moultrie Baptist Church
3699 US 1 South, St. Augustine, FL 32086
Church Secretary
July 2003-September 2008

I answered all phone calls and greeted walk-ins in a friendly and timely manner.

Managed my supervisors' daily event calendar to ensure he was informed and met his appointments at all times.

Continually updated church calendar & website as needed.

Designed and formatted weekly church informational bulletin & prayer request sheet.

Maintained a church membership roll; in a handwritten format and on a computer spread sheet.

Maintained an inventory of office supplies to ensure adequate resources at all times.

Ordered all church periodicals, training materials and supplies as required for office, department, and special event functions.

Compared costs from various vendors to ensure wise use of money spent.

Submitted notices and upcoming church events to the local newspaper and other advertising agencies.

Coordinated with other local churches and Christian agencies in regional event planning and attendance.

Coordinated all aspects of scheduled and unscheduled church maintenance.

EDUCATION

Advanced Career Training

Jacksonville, FL

Travel & Tourism I – Fundamental

Honor Graduate Diploma

St. Augustine High School

St. Augustine, FL