

Anna Kirkland
(772) 473-3603
annakirkland1@yahoo.com

PROFESSIONAL SKILLS

- Certified Florida Notary
- Microsoft Office (Outlook, Excel, Word, Access, Power Point)
- Adobe Photoshop, Adobe Acrobat Professional, Printmaster Programs, Invoices & Estimates Pro, Timberline. Quickbooks, Acuity Scheduling Software
- Type 70-75 wpm, ten key typing
- Office procedures and administration
- Operate multiple phone lines, fax machines, copy machines, dictation machines, scanners

EMPLOYMENT SKILLS

- Experience exercising discretion and confidentiality with sensitive company information
- Ability to work in a fast-paced environment
- Self-motivated and require little supervision
- Maintained all record-keeping procedures without error
- Effective and personable telephone communication skills
- Excellent customer service skills and diplomatically resolve customer disputes

EMPLOYMENT

Client Coordination Manager / Executive Assistant
Twenty First Century Engineering,

Years Employed 2013- Present
Vero Beach, FL

- Coordinate daily calendars of president
- Act as the point of contact and communicates between president and employees/clients
- Coordinate inspections, depositions and trials with office staff and clients
- Handle confidential information with discretion daily
- Maintain hundreds of current cases and database management
- Facilitate internal communication (e.g. distribute information and schedule presentations)
- Make travel arrangements
- Suggest more efficient ways to run the office and troubleshoot malfunctions

Vice President of Operations
Kirkland Harvesting, Inc.,

Years Employed 2005 - Present
Sebastian, FL

- Preparing and processing work in progress and billings
- Reviewing and reconciling account balances
- Tracking the turnaround times for the billing cycle
- Tracking cattle turnaround

CONTRACT ADMINISTRATOR
The Hill Group

Years Employed 2006-2012
Vero Beach, FL

- Create presentations for clients using MS Office products
- Prepare dictations of inspections
- Prepare, apply and pick up work permits for various jobsites
- Prepare Subcontracts, Purchase Orders, Change Orders, and Owner Contracts
- Coordinate with subcontractors, office staff and clients
- Maintain contract files and database management
- Control and track monthly fixed asset inventory
- Maintain over one hundred client files and histories at a time
- Establish communication between client, Project Managers and field employees
- Control and track monthly vehicle maintenance inspections

EDUCATION

Vero Beach High School
Vero Beach, FL

YEARS ATTENDED 1996-2000

Indian River State College
Ft. Pierce, FL

YEARS ATTENDED 2001-2002
YEARS ATTENDED 2008-2009

S2 Safety & Intelligence Institute
Online

YEARS ATTENDED 2010-2010

University of Georgia
Online

YEARS ATTENDED 2013-2013

University of Florida
Online

YEARS ATTENDED 2019 – Attending