

Janet G. Briar
Office Manager
Augspurger Komm Engineering, Inc.
& BTI Consultants
3315 E. Wier Avenue
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602-443-1060
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WORK HISTORY

1996–Current Office Manager

Augspurger Komm Engineering, Inc. & BTI Consultants, Phoenix, AZ

- Gather & Review Case Record
- Schedule Trial Testimony, Depositions, Meetings & Inspections for President and Consultants
- Prepare Data and Completed Automated Time/Billing Records
- Prepare Correspondence to Clients
- Maintain Office Petty Cash
- Assist President with Daily Activities
- Liaison with all Office Suppliers
- Enter Receipts from Clients
- Society Record Keeping
- Maintain Office Databases
- Notary

1995 – 1996 Administrative Assistant

Department of Health & Rehabilitative Services, Cocoa, Florida

- Responsible for all Client Inquires
- Directed Clients to Case Workers and Scheduled Appointments
- Type Report, Memos and All Office Correspondence
- Entered Confidential Client Information into Database

1985 – 1994 Administrative Assistant/Accounts Payable Clerk

Raybro Electric Supplies, Inc., Cocoa, Florida

- Provided Administrative Support to the Manager and Staff
- Prepared Office Correspondence
- Completed all Purchase Orders and Prepared Associated Reports
- Responsible for Accounts Payable, Receivable, Petty Cash
- Created and Maintained Bookkeeping Records in Accordance with Generally Accepted Accounting Principles.
- Responsible for Inputting Into and Maintaining Customer Billing System