

Stacy L Comptaron-Barras

401 S 4th Street, Apt 607 Jeannette PA 15644 724.757.6372

ComptaronStacyL@yahoo.com
Relocating – February 2012

Professional Summary

Administrative professional with over 10 years' experience prioritizing tasks to meet time-sensitive deadlines.

Excellent organizational, analytical, and communication skills to communicate in a clear, concise, and professional manner.

Skills and ability to disseminate information, maintain accurate/detailed records and reports, perform administrative duties with a high degree of independence with limited supervision and particular attention to detail and time management.

Profile

Highly motivated professional with extensive experience in Administration. I am currently seeking a new challenge with a company offering rewards and advancement with opportunity for demonstrated accomplishments and goal attainment.

Training and Software Skills

- IICRC Insurance Certification – Mold, Fire, Water
 - ManagER Data Base/Sales Route/Sales Plan/Business Planning
 - LoDolce Real Estate Academy - Certificate
 - Informant / Pennsylvania Law Enforcement Software - Certificate
 - Microsoft Word – Excel – Quick Books – Power Point – Outlook
 - University of Pittsburgh- 3month program – Dental School/X-Ray Certificate
 - Duff Business School – 2 year program – Banking/Accounting Certificate
 - Academic/Business/Accounting Diploma, Franklin Regional High School
-

Professional Experience

Servpro of Greensburg
SMR - Marketing

2/2008 - 2/2011

- Specializing in Marketing the Brand with Relationship Building and Brand Name Recognition for a company specializing in Fire/Water Damage
- Continuing Education, IICRC Certification in Mold Remediation, Water Mitigation, Fire Clean up, Repair and Insurance Claims/Content Manipulation

- Safety Training, New Hire Training
- Networking-Memberships
- Customer Service-In Person and Telecommunications with Insurance Agents/Adjusters and Home Owners
- Data Entry using ManagER Software, Tracking and Designing a Service Business/ Sales Plan, Inside/Outside Sales, Customer Data Base prepared with Word-Excel-Outlook

Municipality of Murrysville
Dispatcher

1/2004 - 10/2004

- Police Radio Dispatch, Required one on one training and being certified through the State of Pennsylvania to use Informant Law Enforcement Software to assist Officers on duty.
- Hourly log of the shift and Incident Reports through Microsoft Word.
- Public Relations and Interpersonal Skills serving the Community
- Responsible for collections of funds from Citations and Insurance Accident Reports.

Moninger and Son Contracting INC, Greensburg
Co-Owner-Human Resource Generalist

8/2002 - 12/2007

Moninger and Son contracting are serving residential and commercial properties alike. Through local advertising, web advertising and customer satisfaction the dollar volume increase was 60% growth the first five years of service.

- Accounts Receivable, Accounts Payable, Bookkeeping, Purchasing, Inside/Outside Sales
- Performance tracked with Microsoft Excel and Quick Books.
- Processing Project Estimates-Remodels-New Construction and Loss-Damage for Insurance Claims-Adjusters, Agents, Homeowners
- Payroll, Human Resource – Customer Service, Collections
- Please visit the website @ www.moningerandsoncontracting.com

Dr A E Kilic, DDS. PC
Office Manager

5/1990 - 2/1995

- Patient Scheduling, Telecommunications Skills
- Dental Service Invoicing with Dental Program/Eagle Software.
- Payroll, Accounts Receivable, Accounts Payable, Collections
- Patient Liaison-Interpersonal Skills
- New Hire Trainer

Achievements

- Survey of Marketing Techniques 2010 – Cash Award
- Article written on the Day and the Life of an SMR-Interviewed by National Newline Marketing Coordinator and the Article appeared Nationally September 2010