

Jane Smith
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EDUCATION

Bachelor of Science, May 2009

Massachusetts College of Liberal Arts, North Adams, MA
Major: **Business Administration /Accounting**

Associate of Science, May 2007

Community College of Vermont, Bennington, VT
Major: **Administrative Management**

WORK EXPERIENCE

10/2017-08/2022

Carbone Automotive Group/Lithia Motors, Inc., Bennington, Vermont Dealership Specialist II

- Provided administrative support to staff members, including hiring and overseeing work schedules
- Coordinated payroll files and payment plans through payroll department
- Recorded daily accounting transactions
- Performed bank and account reconciliations
- Monitored and processed all funds received from finance contracts
- Completed month end account audits and provided reports to management
- Analyzed accounts to discover discrepancies and resolved all variances promptly
- Created purchase orders and processed vendor invoices
- Processed lien payoffs and lease payments
- Generated checks for vehicle purchases, and expense invoices
- Utilized company's interactive Performance Dashboard database to review dealership activities

01/2013-09/2017

Carbone Automotive Group/Lithia Motors, Inc., Bennington, Vermont Office Administrator

- Tracked, reported, and maintained accurate records required by the Vermont Department of Motor Vehicles for purposes of state auditing
- Worked as a liaison between customers and their corresponding states of origin regarding registrations and titles
- Proficiently used Microsoft Excel, Microsoft Office, Microsoft Word, Document Management System Software, and Reynolds & Reynolds Software

03/2005-12/2020

Paradise Inn, Bennington, Vermont Administrative Support

- Supervised all front desk operations
- Coordinated group sales department
- Interviewed, trained, and managed prospective employees
- Monitored all inventory

CIVIC ENGAGEMENT

10/2021

Organized the Holiday Food Drive for the homeless for the MA Benevolence Society

06/2021

Participated in "Relay for Life Fight Against Cancer" Fundraiser

05/2019

Served as committee member for the Berkshire Teen Center

ACADEMIC HONORS

05/2009

Summa cum Laude Graduate, Massachusetts College of Liberal Arts

02/2009

Alpha Chi National College Honor Scholarship Society

05/2008

Delta Mu Delta International Honor Society in Business Administration

SKILLS/CERTIFICATIONS

12/2015-present

Notary Public, State of Vermont

12/2003-present

Bilingual, fluency in English and Greek