

**LORI HALL**

40 Millers Falls Road, Turners Falls, MA 01376  
413-834-4066 • [lorihall1974@gmail.com](mailto:lorihall1974@gmail.com)

---

**OBJECTIVE:** Highly organized professional with solid communication skills and close attention to detail, seeking to secure a long-term position with a reputable company, where I can apply my skills and experience to the best of my ability.

---

**QUALIFICATIONS:** Excellent work record  
Ability to work independently or as a team  
Knowledge of office equipment  
Excellent Office Manager and Customer Service skills  
Proficient use of Microsoft Office/QuickBooks/Outlook  
Ability to learn quickly  
Effective communication and organizational skills  
Excellent typing skills

---

**EDUCATION AND TRAINING:** Greenfield Community College, Greenfield, MA  
June 19, 2007 – July 17, 2007  
\*Introduction to QuickBooks  
  
Computer Learning Center, Gill, MA  
November 10, 1999 – January 3, 2000  
\*Microsoft Office Curriculum Training Program

---

**WORK EXPERIENCE:**

**Detectoguard, Inc., Greenfield, MA February 2012 - Present**  
**Office Manager/Secretary**  
Perform Office Manager Duties. Responsible for all office related tasks including invoicing, accounts payables and receivables, bank depositing, account reconciliation, mailings, license and permit applications and many other tasks needed to promote the welfare of the entire office operation.

**FamilyWealth Consulting, Turners Falls, MA March 2010 – February 2012**  
**Office Manager**  
Perform Office Manager Duties. Responsible for all office related tasks including invoicing, accounts payables and receivables, bank depositing, account reconciliation, transcription, mailings and many other tasks needed to promote the welfare of the entire office operation.

**Lunt Silversmiths, Greenfield, MA September 2007 – August 2009**  
**Sales/Customer Service**  
Perform Account Manager Duties. Use Epicor System for quote preparation, order processing and invoicing. Manage all incoming as well as outbound calls. Provide customers with availability, lead times and product information. Authorize and receive returns and issue necessary credits. Maintain organized filing system and complete many other clerical and sales related tasks as needed or assigned.

**Country Oil, Bernardston, MA February 2004 – August 2007**  
**Customer Service**  
Perform Reception/Clerical Duties. Perform a variety of computing, typing, invoicing, word processing, accounts receivable and other general office duties. Provide customer service pleasantly and efficiently.

**Town of Greenfield, Greenfield, MA February 2002 – June 2003**  
**General Secretary, Greenfield High School**  
Perform Secretary/Reception Duties. Perform clerical, computing, typing and other general office duties. Maintain all attendance records. Receive all visitors and distribute internal mail. Assist peers in tasks needed to promote the welfare of the entire office operation.

---

**REFERENCES:** Provided upon request.