

CHRISTY LAROCHE

Phone: (740) 579-6172

Email: cl021485@yahoo.com

Barton, OH 43905

OBJECTIVE

Seeking an Office Manager/Project Coordinator position within a corporate environment which will allow me to fully utilize my communication, organizational and problem solving skills.

SKILLS

- Excellent communication skills
- Articulate and well-spoken
- Accurate and detailed
- Excellent planner and coordinator
- Knowledgeable with Quick Books
- Works well under pressure
- Accounting familiarity
- Report analysis
- Report development
- Accounts Receivable

WORK HISTORY

Executive Assistant 01/2015 to Present
US Crossings Unlimited, LLC – Belmont, OH

- Updated all AP/AR reports on a weekly basis.
- Processed payroll for the entire company.
- Maintained all updated insurance qualifications per each projects requirement.
- Completed all credit and loan applications.
- Maintained and balanced all checking and saving accounts.
- Completed all necessary paperwork, including but not limited to MSA agreements.
- Invoiced for all work completed by the company.
- Ran and managed all office personnel within the company.
- Tracked all material and purchases for the company.

Office Manager 07/2015 to 11/2015
EQT – Pittsburgh, PA
System One Holdings, LLC – Pittsburgh, PA
Compression Stations; Pipers Ridge & IO ~ Waynesburg, PA

- Maintained daily project progress.
- Ordered and inventoried machines, parts and materials needed on the job site.
- Inventoried all warehouse items, as well as on site materials.
- Processed payroll for site employees.
- Basic IT, network and computer support.

Project Coordinator 09/2014 to 07/2015
Eclipse Resources – College Station, WV
Elk Energy Services, LLC – Elkview, WV
Multiple lines ~ Cambridge, OH

- Maintained daily project progress reports.
- Responsible for distribution of project manuals and paperwork to project inspectors and chief inspectors.

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- Compiled company information and related material and distributed it to inspectors.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and up keep.
- Basic IT, network and computer support.
- Ordered pipe and materials needed within the allotted line budget.

Office/Project Manager 1/2014 to 2/2015

CECO Pipeline Services – Houston, TX

Multiple lines ~ Bethesda, OH/Harmony, PA

- Reviewed, organized and submitted weekly time sheets for approximately 300 employees, including executives.
- Maintained daily project progress reports.
- Responsible for all distribution of project manuals and paperwork to foreman and superintendents.
- Compiled company information and related material and distributed it to foreman.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and up keep.
- Basic IT, network and computer support.
- Composed invoices and change orders to gas company clients and subcontractors.
- Compared all job costs based off of employee hours, equipment & invoicing to contract amount to keep projects within a restricted budget and to be able to reach desired profit.
- Handled accounts receivable from clients and made sure they were paid within an acceptable time frame.
- Handled all employee documents; applications, direct deposit, tax forms, drug tests, etc.
- Assisted safety in new hire orientations.
- Processed new hires into the system.
- Handled equipment rentals and contracts.
- Updated, daily, employee insurance and identification that were expired.
- Created Quick Book profiles to help manage and track account information and budget projects.
- DOT Drug Collector Certified.

Field Office Assistant 8/2013 to 1/2014 / **Office Manager** 11/2013 to 1/2014

MarkWest UTICA – Denver, CO

Gulf Interstate Field Services – Houston, TX

Multiple lines ~ Cadiz, OH

- Reviewed, organized and submitted weekly time sheets for 60 employees, including executives.
- Maintained daily project progress reports.
- Responsible for distribution of project manuals and paperwork to project inspectors and chief inspectors.
- Compiled company information and related material and distributed it to inspectors.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and up keep.
- Basic IT, network and computer support.

Field Office Assistant 02/2013 to 8/2013

Enterprise Products - Houston, TX

Houston Inspection Field Services – Dallas, TX

54 miles of 20" ~ ATEX Line ~ Beech Bottom, WV

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- Reviewed, organized and submitted biweekly time sheets for 40 employees, including executives.
- Maintained daily project progress report.
- Responsible for all new hire paperwork, distribution of project manuals, and basic training for new inspectors.
- Compiled company information and related material and distributed it to inspectors.
- Ordered and distributed office supplies while adhering to a fixed office budget.
- Managed office supplies, vendors, organization and up keep.
- Directed guests and routed deliveries and courier services.
- Basic IT, network and computer support.

Server/Bartender Manager 06/2007 to 04/2013

Longhorn Steakhouse - St. Clairsville, OH

- Provided friendly, attentive service and exceptional hospitality.
- Guided guests through menus while demonstrating thorough knowledge of menu and ingredients.
- Consistently upsold beverages, appetizers, desserts, and specials.
- Compiled feedback from patrons to ensure satisfaction with food and service.
- Responsible for payments and transaction procedures.
- Trained new employees.
- Maintained inventory and restocking of service stations and bar areas.
- Consistently offered professional, friendly and engaging service.

Crisis Counselor 09/2006 to 09/2007

Florence Crittenton - Elm Grove, WV

- Drafted monthly summary to review each client's level of participation.
- Consulted with other staff members regarding treatment plans as deemed appropriate by the team leader.
- Co-facilitated events such as Family Day and Planned Parenthood to increase awareness.
- Followed up with program participants after program completion to track progress.
- Notified supervisor of violent, potentially violent and suicidal clients, in order to heighten awareness and safety.
- Encouraged clients to get involved in social, recreational and other therapeutic activities to enhance interpersonal skills and develop social relationships.

Manager 09/2004 to 04/2006

TeleInc - Columbus, OH

- Tele-marketed various products and campaigns to end users and consumers
- Promoted to Manager after 4 months telemarketing
- Managed 250 telemarketers
- Responsible for the roll out of new campaigns and distribution and training on call scripts
- Maintained and exceeded daily call and revenue quotas

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EDUCATION

OUE University - St. Clairsville, OH
Associate of Arts: 2004

Columbus State and Art Institute of PA - Columbus, OH
2004 Associate of Arts Accounting

Columbus State and Art Institute of PA - Columbus, OH
2011 Bachelor of Arts Business Management and Retail Management

Reference Available Upon Request