

LISA FOX

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PROFESSIONAL SUMMARY

My professional career began as a Financial Administrator for an international IT company. At this company I began to learn HTML/CSS, which eventually lead me to forming my own web development company. After a successful 13 year run, I am now looking to combine my background in business, customer service and internet technology and put them to use helping your company achieve its goals.

SKILLS

- Microsoft Office Suite
- General Accounting
- Time Management
- Organization
- Customer Service
- Social Media

EXPERIENCE

Web Developer February 2003 - December 2015

Capitol Web Design, Hobart, IN

- Built web sites to client specifications
- Managed web sites using cloud based software
- Provided customer service to help resolve technical issues
- General Accounting (AR/AP)

Financial Administrator April 1998 – March 2002

CTG, Buffalo, NY

- General Accounting (AR/AP/Payroll/Reconciliations)
- Successfully managed subcontractor relations
- Responsible for month end closing
- Provided customer service to internal team members and outside clients

EDUCATION

Associates of Business Administration – May 1993

Davenport University, Merrillville, IN

General Diploma – June 1991

Portage High School, Portage, IN

VOLUNTEER EXPERIENCE

Boy Scout Troop 65 – Committee Member

February 2013 – Current

Team Jump Start (Robotics) – Committee Chair

February 2016 - Current