

Heidi B. Kent  
17225 E. Windstone Trail  
Rio Verde, AZ 85263

Professional Profile:

A versatile team player with over 25 years of office experience. Highly detailed, organized and great proficiency at multitasking and troubleshooting. Enthusiastic and highly motivated to perform all tasks to the very best of my ability.

Demonstrated Strengths:

QuickBooks	Customer Service	Sales
Microsoft Word	Accounts Receivable/Accounts Payable	
Excel Spreadsheets	Facilitator	

Employment:

Self-Employed

Heidi Kent Professional Services                      2015-present  
“Handling The Everyday...So YOU can do the Extraordinary”

Personal Assistant/House Keeper/Book Keeper/Personal Shopping/Facilitating Home Projects, Parties, Functions. Home Watch/Organize Homes and Offices.

Administrative Assistant/Office Manager

Rick Roy Construction, LLC                              2008-2015

Handling of all office business procedures. Handling HR and office management for over 25 employees including weekly payroll and troubleshooting. QuickBooks. Accounts receivables and payables. Monthly invoicing and statements to clients. Handling of customer relations in regards to helping our team to get the job done. Assistant to CEO of the company. Keeping records and files organized. Creating change orders as when it would affect the scope of work and signed by the client. All receptionist duties, answering of phones and giving out purchase orders to subcontractors.

Administrative Assistant/Office Manager

Peter J. Barber, Builder                                      2000-2008

Handled all aspects of business finances for building firm. QuickBooks, spreadsheets, accounts receivable, accounts payable, balancing of several business accounts, yearly workers comp. and liability audits, year end tax preparation, site work, preparation and filing of town permits as well as filing order of conditions at registry.

Secretary/Dental Assistant

Ronald J. Dowgiallo, D.M.D.                              1990-2008 (returned 2017 part time Office Manager)

Front Desk Coordinator. Excelled in customer relations and patient care. All office

duties. This includes filing of insurance claims, daily bank deposits and day end settlement. Weekly payroll for staff. Skilled in Practice Works Dental Software.

Dental Assistant. Duties included high quality of patient care. Ordering of supplies, patient treatment plans and estimates. Certified dental x-ray technician. Assisted dentist in patient procedures including surgical extractions, root canal treatments, crown and bridge preparations, implants and restorations.

Education:

Continuing Education Credits attending Yankee Dental Convention Boston, MA  
Tufts Dental School: Certificate in Dental Radiology  
Attended Cape Cod Community College 2 years  
Harwich High School Graduate 1988

References:

Peter J. Barber	508-246-3328
Richard Roy	508-237-1740
Ronald J. Dowgiallo	508-432-3118
Nancy Samotis	508-640-4790
Clark Hanrietti	917-860-4093
Ellen Burnham	508-868-5639
Skylar Peck	617-538-7855

New England Vacation Rentals:

Handled summer rentals. This included showing of rental properties and booking rental properties over the phone. Checking guests in to there vacation rentals on a weekly basis. Also, assisting with any problems that would arise during their stay. Handled check outs and going to each property on day of turn over's and making sure that the properties were left the way that they were found. If not then I would tend to them professionally to ensure tenant satisfaction.

**Note: My husband and I have recently built a house in North Scottsdale. I am seeking to find employment in Arizona.**