



**LEANNE LETTICE**  
*OFFICE MANAGER*

*EDUCATION*                      Seattle Central Community College  
   Shoreline Community College

*REGISTRATIONS*                Notary Public for Washington State

*EXPERTISE*                        Office Management  
   Customer Service  
   Accounting



*PROFESSIONAL SUMMARY*

Ms. Lettice joined the BEE Consulting team in March of 2006. Among her duties as the Office Manager of BEE, Ms. Lettice is responsible for payroll and benefits administration, AR/AP, human resources, employee relations and serves as the records custodian. Ms. Lettice also manages new project setup and contract administration.

Of all the hats she wears, she especially likes getting to know and creating a good working relationship with the clients and credits herself with never forgetting the name of a single project that BEE has been a part of. She prides herself on being exceptionally organized and has a keen eye for detail which helps both employees and clients alike.

Ms. Lettice started her career managing the office and teaching classes at her family's dancing school in Seattle, Verla Flowers Dance Arts. It was working with children of all ages and their families that she learned the basics of customer service and really caring for your customers like they are family. While attending her college courses Ms. Lettice honed her skills working for another family owned company, The Washington Shoe Company as the Office Manager and in the accounting department at the University of Washington Book Store.

Ms. Lettice then joined the team at the Metropolis gift store chain and remained the Office manager, Assistant Buyer and Merchandiser for the next seven years. She enjoyed seeing both sides of the retail market; helping to fulfill a wide variety of selection for the clientele that frequented the stores and maintaining an organized facility for the owners and staff.

Before joining BEE, she was hired as the Office Manager for a startup mortgage company in downtown Seattle where she remained for three years.