



SHERRY MENZ

ADMINISTRATIVE COORDINATOR

EDUCATION Centralia College
 Longview Business College

EXPERTISE Customer Service
 Office Management
 Administrative Support



PROFESSIONAL SUMMARY

Ms. Menz joined BEE Consulting in June of 2018. Among her duties as the Administrative Coordinator, Ms. Menz works with our project managers and clients to put together our proposals and then follows up on them. She also maintains and updates our company website and social media sites. She puts together our marketing supplies and presentations as well as requests for qualifications. Ms. Menz is happy to be a part of the BEE Team and utilize her Customer Service and Administrative Support skills.

Before joining BEE, she worked as a Customer Service Representative/Internet Specialist for ForRent.com for 13 years. Most of her time was spent creating, updating and maintaining the customer ads on the website. Taking on the Office Manager role, she also was in charge of ordering supplies, paying bills, dealing with vendors, as well as creating and managing spreadsheets, which enabled her to create a database of knowledge and answers in support of her co-workers.

Prior to that she worked for 20 years in insurance claims at Grange Insurance Association as clerical support taking and setting up claims, looking up policy information, transcribing dictation and recorded statements, and other assorted office duties, eventually working her way up to Clerical Supervisor/Executive Assistant to the Regional Manager.