



Talivia Ballard

Operations Manager

Introducing Talivia, the cheerful and dynamic Office Coordinator, weaving together two years of bookkeeping and office management experience. As a Certified QuickBooks Online ProAdvisor, I excel in data entry and reconciliation. Behind the scenes, I bring creativity to life, managing our website and social media for an engaging online presence. With organizational finesse and an eye for detail, I ensure our office runs seamlessly. My secret ingredients for building trust with our clients are exceptional customer service and accurate financial records. As a problem-solving enthusiast, I'm the driving force behind our team's success.

Contact

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Address

600 E North St.
Greenville, SC 29601

Education

2020

High School Diploma

James L. Mann High School
Honors Graduate

2023

ProAdvisor Certification

QuickBooks Online

Expertise

- Data Entry
- Reconciliation
- Processing Payroll
- Project Management
- Customer Experience
- Process Flows

Language

English

Experience

2021 - 2022

Business and Such Accounting and Tax Services

Bookkeeper

As a skilled Bookkeeper, my responsibilities encompass a range of crucial tasks. I am proficient in data entry, reconciling financial records, and managing Accounts Receivable and Accounts Payable. Processing payroll and tracking business expenses are also within my expertise. My knowledge extends to managing inventory and fixed assets and providing clients with financial software setup and training. Additionally, I play a vital role in preparing for financial audits.

2022 - 2023

Business and Such Accounting and Tax Services

Team Lead

As a Team Lead, I guide and support the team toward success. Time management is at the core of my role, ensuring efficient allocation of resources and deadlines. I excel in project management, overseeing the planning, execution, and delivery of tasks and keeping everyone aligned with project goals. Progress tracking is a crucial aspect of my leadership, allowing me to monitor individual and team achievements, identify areas for improvement, and celebrate successes. I foster a productive and cohesive team environment through effective communication and collaboration, driving us toward accomplishing shared objectives.

2023 - Present

Business and Such Accounting and Tax Services

Operations Manager

As an Operations Manager, I oversee various key aspects of business operations to ensure smooth functioning and growth. I excel in website management, optimizing content creation, and implementing effective SEO tactics to enhance online presence and attract target audiences. My expertise extends to workflow management, efficiently coordinating team tasks and resources for optimal productivity. Fostering team career development and continuous training is essential to building a motivated and skilled workforce. I also thrive crafting compelling business proposals that drive opportunities and secure valuable partnerships. With a keen eye for operational efficiency and strategic planning, I am dedicated to driving success and achieving organizational goals.

Reference

Tracy Fleming

CEO, Business and Such
Accounting and Tax Services

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Allen Code

Team Lead, Business and Such
Accounting and Tax Services

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