

**BRENDA M. BOUVIER-PLEASANT**

104 Cardinal Court, Clayton, NC 27520

H (919) 553-8949 Cell (919) 422-0214

bpleasant2@nc.rr.com

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**OVERVIEW**

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Dedicated and technically skilled business professional with flexible administrative support skills developed through 20 years of combined experience as a branch administrative manager, office manager, administrative assistant, office clerk and receptionist.

Excels in resolving employer challenges with innovative solutions, systems and process improvements that have improved efficiency, customer satisfaction and the bottom line.

Offers advanced computer skills in MS Office applications, AS400, and other computer systems.

- Office Management
- Staff Development & Training
- Team Building & Supervision
- Policies & Procedure Manuals
- Report & Document Preparation
- Report Reconciliation
- Payroll
- Records Management
- Inventory Management
- Communication Skills
- Daily Cash Balancing, Deposit & Petty Cash Custodian
- Research Abilities
- Accounts Payable/Receivable
- Liaison to Corporate Departments (HR, Payroll, A/R, A/P)

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**EDUCATION**

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**Associates Degree in Accounting**  
Massachusetts Bay Community College  
Wellesley, MA

1988

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**OFFICE SKILLS**

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- PC Literate in all Windows environments
- MS Office - proficient in Word, Excel & PowerPoint
- Email – Lotus Notes, MS Outlook
- Switchboard & multi-phone line systems
- Types 80wpm, 10-key 9,000ks/hr

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**PROFESSIONAL EXPERIENCE**

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**Branch Administrative Manager**  
*Allied Building Products d/b/a Interior Distributors*

1997-2009

Building product distributor with 240+ branches, 135,000+ customers and 4000+ vendors

- Full charge processing of all daily billing, receiving, PO's, credits and inventory adjustments.
- Manage all daily cash balancing, bank deposit and petty cash.
- Fleet vehicle maintenance record keeping (RTA)
- Daily, weekly & monthly report reconciliations.

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**ACCOMPLISHMENTS**

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- Changed all office procedures to be SOX compliant per corporate directive.
- Consistently scored 90% or better on internal & external SOX audits.
- Wrote several office guides on procedures & policies.

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**REFERENCES AVAILABLE UPON REQUEST**

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**LETTERS OF RECOMMENDATION AVAILABLE UPON REQUEST**

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