

MEREDITH SAWVEL

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🌐 <http://meritpages.com/MeredithSawvel>

SUMMARY

Professional, customer-oriented, and self-motivated individual with 10+ years in customer service. Organized and resourceful, with the ability to handle stressful situations.

EDUCATION

BS-Accounting (Conc forensic/audit)

Southern New Hampshire University | Manchester, New Hampshire

Course completed: June 30, 2025

Conferral: August 1, 2025

AS-Accounting

Southern New Hampshire University

Graduated: Dec 2023

SKILLS

Customer Service • Hands on learner • Team player • Microsoft Office • Multitasking • Tableau • VITA

EXPERIENCE

Administrative Assistant

Hood & Associates | Bartlesville, OK

Dec 2019 - Dec 2020

- Client assistance by phone, in person, or by email.
- Process client documents for tax preparation,
- handling company deposits,
- filing company documents,
- preparing completed tax documents for clients.

Manager assistant

Architectural Fabricators, Inc | Bartlesville, OK

Jul 2018 - Dec 2019

Provide glass services for windows, shower units, and other glass needs.

- Sales
- Accounts Receivables
- Accounts Payables
- Customer Service
- Paper filing

Administrative Assistant

Rollins, Inc | Bartlesville, OK

Jul 2015 - Jan 2018

- Customer Service
- Accounts Receivable
- Accounts Payable
- Invoicing
- Collections
- Requisitions
- Route Management

MEMBERSHIPS & AFFILIATIONS

The National Society of Leadership and Success

Aug 2022 - Present

MILITARY BACKGROUND

Aviation Mechanic
United States Navy | Virginia Beach, VA

Aug 1997 - Jun 2001

- Hydraulic systems
- Aircraft Inspections
- Secure documents

REFERENCES

Mike Yoshida
12450 Goldenrod Dr
Plato, MO 65552

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