

Jeffrey Baker

Business Manager

Boise, ID 12345 | (208) 555-0177 | d.ashford@example.com

Recent business graduate with two years of assistant manager experience at a 15-person firm. Comfortable with QuickBooks, payroll runs, and basic financial reporting. Looking for a business manager role at a small company where I can take on vendor and budget work directly.

PROFESSIONAL EXPERIENCE

Assistant Business Manager | 2023 – Present

Linden Creek Dental Group, Boise, ID

- Process biweekly payroll for 14 staff through Gusto and reconcile to the GL each month.
- Track AR aging and follow up on past-due patient balances; collected \$38K in claims that had been sitting over 90 days.
- Order clinical and office supplies from three vendors and maintain a running budget vs. actual sheet for the office manager.
- Draft the monthly P&L pack the owner reviews with his CPA.

Office Coordinator (Intern) | Summer 2022

Westgate Marketing Studio, Boise, ID

- Helped reorganize the vendor file system so contracts and W-9s were stored by renewal month.
- Built a simple time-tracking sheet that two account managers still use for client billing.
- Sat in on weekly finance reviews and took notes for the owner.

EDUCATION

B.B.A. in Management, Boise State University, 2023

QuickBooks Online ProAdvisor (2024)

KEY SKILLS

- QuickBooks Online
- Excel and Google Sheets
- Vendor file management
- Office supply purchasing
- Gusto payroll
- AR/AP reconciliation
- Basic P&L reporting
- Microsoft 365