

Monica Hodges

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San Antonio, Texas 78240

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Summary

Specializing in administrative support to proprietary firms. Resourceful and accomplished office manager and bookkeeper with extensive office operations and organizational expertise.

Accomplishments

Self- taught Microsoft office and QuickBooks software. Assisted two startup companies in developing systems of operations from personnel hiring, office policies and procedures, and employee benefits packages.

Highlights

- Meticulous attention to detail
- Self-directed
- Microsoft Office proficiency
- QuickBooks proficiency
- Dedicated team player
- Resourceful
- Strong problem solver

Affiliations

Society for Design Administration, San Antonio Chapter

Positions Held

President-elect, 2012

President, 2013

Past President, 2014