

**Rita Layman**  
989 East Washington Street  
Medina OH 44256  
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**Work Experience:**

**From:** September 2008 **ibid Power Inc.**  
143 Northwest Ave  
**To:** March 2009 Tallmadge OH

**Job Title & Description:** Administrative Assistant

Accounts Receivable and Payable using Quickbooks. Daily contact with customers. Handling checks and credit card information. Job Costing, follow up with Customers as well as collections letters when necessary. Worked closely with Sales Team and Estimating Team, Cataloging jobs in Excel. Bank Deposits and Post office.

**From:** May 28, 2007 Securitec One, Inc.  
1621 Medina Road  
**To:** September 2008 Medina OH 44256

**Job Title & Description:** Human Relations/Secretarial

Handle account and pass code updates for customer's security systems, 3<sup>rd</sup> party agreements, licensing, billing, phones, open/close reports and filing.

**From:** August 3, 2001 Sisler Heating & Cooling, Inc.  
249 State Road S  
**To:** April 14, 2006 Medina OH 44256

**Job Title & Description:** Office Manager

Schedule and manage 6 to 8 crews of installers, invoicing, phones, statements, working closely builders and customers, ordering equipment, inventory of equipment, rebates, warranties, pulling HVAC permits, and filing, programs used: Peachtree, Quicken, Excel and Word. Covering for Payroll, Office decisions, and Service department. Working with subcontractors and organization.

**From:** June 1996 Attorney John Brooks Cameron & Assoc.  
Smith Road  
**To:** February 1999 Medina OH 44256 Phone: 330-722-8989

**Job Title & Description:** Legal Secretary

Schedule clients appointments, filing, phones, invoicing, type up motions to Court & Prosecutors, travel to and from court to file motions and correspondence at Medina Court of Common Pleas and Medina Municipal Court.

**Education:** Cuyahoga Community College - Presently attending  
Medina County Career Center - 900 hour Computer/Secretarial Course - 1986  
Medina County Career Center - 2 years Animal Husbandry - 1976 - 1977  
University of Akron - Human Relations  
Highland High School - 1977

\*References available upon request