

# Tambra Ellason

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512 413 8367

Accomplished Office Manager/Administrative Assistant committed to enhancing the lives of busy executives. Talented and experienced individual with over 20 years of experience within a support function with various industries; ability to support demanding and high energy businesses with poise and professionalism; excellent leader in team building and management; ability to work independently and handle all office operational duties.

## Work Experience

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### **Bookkeeper/Calendar Assistant**

First United Methodist Church - Georgetown, TX

March 2022 to November 2022

- Assist with offering count and deposit.
- Apply donations to members' account and apply deposit to proper fund accounts
- Assist with bookkeeping duties
- Answer phones and direct calls
- Assist with calendaring events at various church locations

### **Lead Manager**

Premier Pools & Spas - Austin, TX

October 2020 to September 2021

- Receive and file Lead information and surveys
- Contact new leads, schedule appointments for seven Design Consultants
- Prepare permit applications in compliance with governing municipalities and HOAs and submit for approval
- Support other departments as needed
- Performed duties both remotely and in office

### **Project Assistant**

Garver Engineering - Georgetown, TX

October 2019 to August 2020

- Support multiple Project Managers with Sub-Consultant contracts and management
- Prepare for Advisory and Segment Committee Meetings, Public Meetings for TxDOT to include travel arrangements for the Consultant Team, logistics, materials, etc.
- Support Project managers by completing expense reports, correspondence, spreadsheets, etc.
- Prepare meeting agendas, take meeting notes, and file maintenance
- Review Sub-Consultant invoices for accuracy and contract compliance
- Purchase office supplies and project supplies
- Travel arrangements and negotiate hotel rates to comply with TxDOT travel allowances
- Assist with decorating Thanksgiving, Christmas etc. Company get-togethers
- Worked remotely for five months during Covid-19 Shutdown until Public and Committee meetings went virtual and my position was eliminated

## **Financial Accountant**

Risinger Build/Build Production - Austin, TX  
August 2018 to October 2019

- Support back-office operations for three entities: Geisinger Build, Build Productions and Build RH
- Receive Vendor invoices and submit to Project Managers for coding and approval
- Prepare and issue Draw Requests to clients for payment
- Receive client payments via wire transfer and remote banking deposit and make appropriate transfers for Project Administration and Builders Fees
- Reconcile over ten bank accounts and multiple credit card accounts monthly
- Onboarding new employees and perform Human Resource duties

## **Starts & Invoicing Coordinator**

Brookfield Residential/Grand Haven Homes - Austin, TX  
April 2015 to June 2017

- Prep files for new home starts, run budget, run and transmit Vendor POs
- Receive Vendor invoices via mail, email and/or in person. Process all Vendor invoices, match with POs, create POs as needed for extra work and distribute to Superintendents and Project Managers for approval
- Receive and check all Vendor statements to make sure all Vendor invoices are paid in a timely manner
- Communicate with vendors and answer any questions or check on any past due invoices
- Notify Vendors of invoice issues such as incorrect addresses, invoices not matching POs, denied service, etc.

## **Branch Office Coordinator**

Haag Engineering Company - Austin, TX  
April 2013 to April 2015

- Support two Forensic Engineers and managed the office in various capacities
- Receive job information, open job folders, arrange schedules and travel plans, order literature, edit reports, combine reports and appendices, finalize and electronically deliver reports to clients, review expense/time postings, approve client invoices

## **Office Manager/Administrative Assistant**

Coltharp Engineering Associates, Inc. (CEA) - Austin, TX  
October 1992 to March 2013

- Supported and managed the office in various capacities such as comprehensive accounting for three entities; transitioned into the sole employee of the departments due to restructuring; handled the billings and invoices of accounts payable and accounts receivable departments; ensured that all payments were paid in a timely manner and all incoming payments were deposited in a timely manner and accurately tracked
- Utilized QuickBooks Pro to track and balance certain finances; reconciled corporate bank accounts and credit card statements; ensured that all electronic deposits and payments are tracked and managed accurately
- Provided high level support for multiple Forensic Engineers; managed and maintained their travel schedules, calendars, depositions, and trial testimony records; transcribed technical reports and papers; kept track of office inventory and ensured the integrity of office equipment
- Managed vehicle fleet
- Managed building maintenance and office leasing
- Investigated and processed employee medical, dental and eye care claims; liaison with insurance companies on the accuracy of the claim as well as unresolved claims
- Reviewed new and existing collection cases and escalated to senior management, as necessary
- Reported and coordinated property claims and repairs
- Evidence Control Administrator: in charge of ensuring all sensitive documents and evidence are stored properly; performed evidence storage billing on a quarterly basis; processed Accounts Receivables

## Education

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### **Certificate of Office Occupations**

Austin Community College - Austin, TX

October 1991 to April 1992

### Skills

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- Texas Notary Public
- Microsoft Suites, i.e. Word and Excel, etc.
- Universal Transcription
- Quick Books Pro and Talpro/Timeslips
- Excellent Support Professional
- Electronic Bank Deposit Software
- BMT Software
- Various Builder Software
- Premier Build
- Outlook
- Google Calendar
- Teams
- Various Expense Report Programs
- Sharepoint
- Account Reconciliation
- Accounts Payable
- Office Management
- Human Resources
- Accounts Receivable
- Bookkeeping
- Event Planning
- Bank Reconciliation
- Payroll
- Project Management
- Accounting
- General Ledger Reconciliation
- Microsoft Office

## Certifications and Licenses

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### **Certified Notary Public**