



TAYLOR SHEILS

Office Administrator
Licensed General Contractor
office@dahlconstruction.com
715.779.1603

Expertise:

Five plus years of experience as an office manager. Skilled in supervisory roles. Talented administrative professional with a background in customer service and bookkeeping. Proficient with Microsoft Office. Knowledgeable in utilizing QuickBooks Enterprise Solutions. Other Software: Dropbox, TeamViewer, AIA Contracts Software, Construction Programming for Construction Estimating and Job Tracking.

Select Professional Experience:

Dahl Construction Company Office Administrator Washburn, WI 2023-Present
Chiropractic Place Office Manager Sparta, WI 2013-2019
State Bank Financial Universal Banker Sparta, WI 2018-2019
Chiropractic Place Office Manager, Chiropractic Technician Sparta, WI 2016-2018
State Bank Financial Teller Supervisor Sparta, WI 2014-2016

Administrative Duties and Responsibilities:

Manage office administrative support activities and identify solutions for process inefficiencies
Serve as primary management liaison for administrative solutions
Support long-range marketing goals
Assist in completing and responding to RFPs
Cultivate and develop potential business prospects
Coordinate and complete accounting functions
Operate as comptroller, fulfilling accounts payable, distributing invoices, monitoring accounts payable and coordinating with Principal for collection

Education:

Western Technical College: La Crosse, WI
(2023 - Present)
Ashland High School: Ashland, WI
(2010)