

Annette J Mayeaux
748 Alston Cemetery Rd
Dequincy, LA. 70633

PERSONAL RESUME'

Resident of Louisiana from birth until 1990. In March of 1991 moved to Georgia where I lived and worked until moving back to Louisiana in March 2011. I have worked as an Office Manager, Financial Secretary, Chief Financial Officer for a Corporation and Employee Insurance Supervisor. I have worked in offices with time sensitive secured documents. I have worked in non-profit organizations with individuals from diverse lifestyles, financial problems physical and mental handicaps and needs. I grew up in a home with loving parents that opened our home to helped orphans, runaways, welfare children and even adopted several of them. I have been married to the same man 53 years; have 3 children, 7 grandchildren.

EDUCATION

1st Grade to 12th Grade - Parents occupation required traveling throughout Louisiana giving me the opportunity to learn and grow with diversity. Each town we transferred to held a new and different educational culture to learn and adjust to. I attended 3 different High Schools in 4 years, graduating in 1965 with my emphasis in business administration. I attended a special course given by H & R Block Income Tax and was given a franchise. I attended McNeese State University with emphasis on Paralegal degree and became a Louisiana Notary. Attended Luther Rice Seminary and Exegetical Bible Institute acquiring a BA degree in Administration. These courses enhanced my skills as well as bringing God's Word to fulfillment in my life by teaching me balance of life in the workplace.

EXPERIENCES

I am proficient in Microsoft Office, word, and excel, power point, publisher as well as word perfect. I have worked in several computer accounting programs, special programs written for non- profit organizations such as churches, etc as well as peach tree accounting complete. I have done some work in Quick Books, but not as efficient as I am in others.

I held the position of Office Manager for Loftin Construction out of Westlake servicing the plants, as well as Office Manager for Industrial Equipment and Engineering out of Lake Charles, building specialty tanks for Oilfields and offshore companies.

Farmers Corporative	Cheneyville, La	Bookkeeper	4 years
U S Postal service	Lecompte, La	Clerk I	3 years
H & R Block	Bunkie, La	Director of Franchise	2 years
Loftin Construction Co.	Westlake, La	Office Mgr/ Secretary	10 years
Owner Tideland Chemicals	Sulphur, La	Office Mgr/ Accounting	10 years
Partnership K& G Petroleum	Lake Charles, La	Office Mgr/ Accounting	7 years
Conyers Toyota	Conyers, Ga	Admin. Assist Titles	1.5 years
The Salvation Army	Atlanta, Ga	Curriculum Secretary	5 + years
Conyers Presbyterian Church	Conyers, Ga	Financial Secretary	5 years
Notary in the State of Gerogia	Conyers, Ga		15 years
Self Employed - Bookkeeping	Conyers, Ga	Accounting for 5 non-profits	7 years
Notary in the State of Louisiana	Sulphur, La		35 yrs

I am very efficient in operating and maintaining an orderly office atmosphere. I am self-motivated and cheerful with exceptional work ethics. My administrative training allows me to work with others and motivate them as well, to accomplish the task in an allotted time.

REFERENCES

Grady (Buba) Mayeaux	Administrator Calcasieu Parish Sheriff Department
Tracy Mayeaux	Womens & Childrens Hospital 337-794-0411
Gregg Kellogg	Sheriff Department 337-532-4957
Arthur Tranakos	Atlanta Tax Clinic 678-480-9549
Martha Brown	Retired Conyers Presbyterian 770-483-6949