



Theresa Masi

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Loewke-Brill Consulting Group

September 2019-Present

Project Administrator

Accounting and administrative support to the President, CEO, CFO & Sr. Consultants
Timely processing of invoices from vendors
Oversee and perform administrative functions
Update office files with current information
Utilize Microsoft Excel and/or other query tools to extract, organize, analyze, and report data
Track all day logs and project expenses for active jobs
Maintain manual and electronic filing system

Bodywork Kneaded

2012- 2019

Bookkeeper/Office Administrator

Daily operations for a busy wellness center including handling multiple incoming phone lines and all areas of customer support. Responsible for all patient billing. Update all customer databases to ensure accuracy. Maintain appointment schedules for multiple therapists. Handle all A/P & A/R as well as customer accounts utilizing QuickBooks. Update Social Media on a daily basis. Create advertisements using multiple forms of media. Train other office personnel on all policies and procedures.

General Code

2006-2012

Backfile Supervisor

Administer document and system access rights and revision control to ensure security of system and integrity of master documents. Analyze, interpret, or disseminate system performance data. Assist in determining document management policies to facilitate efficient, legal, and secure access to electronic content. Assist in the assessment, acquisition, or deployment of new electronic document management systems for internal documents as well as for all customers. Managed logistics for all customer shipments of materials, negotiating with freight companies for the best cost.

Education: Regents High School Diploma, Aquinas Institute, Rochester, New York