



Compass CPA Group™

STAFF PROFILE, JOHN – OFFICE MANAGER

EDUCATION

Bachelor of Science in Business Administration, May 2001

Valparaiso University

PROFESSIONAL EXPERIENCE

Joined Compass CPA Group in September 2007 as Office Manager. Responsibilities include assisting the Director in a variety of administrative-detail matters, supervising work-flow, and office operations. Recommends system/process changes to the Director to increase efficiency and enhance profitability.

Five years customer service experience in the mortgage industry working for the nation's largest privately-owned mortgage company followed by tenure with one of the top 10 largest publicly-traded mortgage companies in the country. John has extensive corporate experience with systems, various software packages, imaging, and specifically documentation-auditing.



“Let us help you set your direction.”

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