

Meredith Spector

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Education

- **B.A., Communications Studies – University of Kansas**
 - Class of 1999
 - Minor in History of Art
 - **Semester Study Abroad Program – Florence, Italy and Paris, France**
 - **Securities Exchange License Series 7 obtained in 2000, no longer active**
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Professional Experience

Horizon Physical Therapy
St. Thomas, USVI
Business Manager, Part Time

August 2010-current

My duties as the manager at Horizon Physical Therapy are:

- Keeping accurate ledger of daily transactions using Quickbooks, Excel and our software program
- Reconciling daily cash income reports and monthly bank and credit account reports
- Creating expense reports for monthly and yearly variances
- Preparing bi-monthly employee payroll, including payroll liability and taxes
- Preparing quarterly company payroll taxes for local and federal government, as well as local worker's compensation reports
- Setting budgets based on goals for expansions, new equipment, and new hires
- Maintaining invoices and A/R for all vendors and patients (I review, adjust and maintain 200-250 cases per month)
- Using problem solving skills regularly for financial situations re: medical claims and invoicing
- Analyzing monthly and yearly budget variances and helping create our annual budget
- Maintaining a calendar of renewal dates for licensing and certifications
- Communicating daily with local government, insurance companies, patients, co-workers and other professionals in the community as well as abroad

Hill Robinson Ft. Lauderdale, Florida
Crew Placement Specialist, Part Time

March-July 2013

- Met and interviewed crew for potential positions aboard yachts in the Hill Robinson fleet

PROFESSIONAL EXPERIENCE CONTINUED

Starco Offshore

October 2007 - June 2009

Yacht Chef & Manager

- Managed the yachts' functions including physical appearance, calendar, business and accounting.
- Planned logistics for travel between all of the Caribbean Islands and New England.
- Coordinated monthly charters for owners or guests. Culinary, exterior and interior details.
- Oversaw guest relations prior to meeting and continued correspondence to increase return.
- Created an increase in business with communication and performance.

Yacht Crew - Stewardess and Chef

2004-2007

Yacht Three Moons - trained as Chef, Yacht Add To Life, Yacht Lady In Red

Ship Manager

2002-2003

Cruise Ship Excursions, St. Thomas, USVI

Associate Financial Adviser

2000-2002

Morgan Stanley

Santa Ana, California

- Assistant to four financial advisers in all operations. Excelled more quickly than any other representative in office history. From Sales Assistant to AFA in nine months.

Operations Assistant

1999

Interior Design, San Diego, California

Sales Associate

1992-1999

Retail Sales: Limited, Nine West and Nordstrom

Notable Skills & Qualities

- Proficient in Microsoft Office suite on both Mac and PC platforms
- Proficient in QuickBooks
- Able to utilize social networks (Facebook, Twitter, Word Press & Pinterest) as tools for increasing meaningful user interaction and awareness
- Project management and multi-tasking capabilities
- Familiar with a variety of educational web platforms and software programs
- Can quickly become familiar with new computer programs and office procedures
- Diplomatic, relational, ambitious, observant, innovative, organized

Core Values and Interests

- Balance, Patience, Care for the environment, Awareness, and Continuing Education in Nutrition
- Reading novels set in interesting places, Yoga, Swimming, Traveling, Cooking & Sailing

Professional References

- Details readily available upon request for previous employers