

Paula Phillips

Gulf Breeze Off-Site Admin Office

paula@teamcomplete.com

Main Office : 850-932-8720



Paula Phillips serves as the administrative support personnel for Complete, Inc. She handles the various aspects of the accounting and corporate operations utilizing her professional skills, which have been acquired over the past 30+ years. Providing a high work ethic; promoting a positive, professional atmosphere; and offering dedication to Complete have been her strong suit over the years. She has served at varying levels and professional positions since 2007, based on the requirements of the time. These positions have included the following contributions to Complete:

- * Off-Site Project Management/Project Accounting
- * Compiles CE Presentations for Professional Level Personnel
- * Produces Digital Documentation Reports for Judicial Review
- * Report Compilation of Large Loss Claim Files/Public Records Research
- * Processes Accounts Payable/Accounts Receivable for CPA Review
- * Monthly Reconciliation of Bank Statements/Accounting Entry
- * Generates Payroll Reports for Payroll Service Company

Formal Education:

Office Management/Business Automation – University of Alabama

1978 – 1981

Continuing Education Relating to Technology Innovation and Upgrades for 30+ Years