

»●**LARAYNE HINNANT**●«

361-668-3000 (W)

**OFFICE MANAGEMENT
CO-OWNER/PRESIDENT**

- ❖ ***Office Data Management***
- ❖ ***Quality Assurance***
- ❖ ***Team Leadership***

PROFESSIONAL EXPERIENCE

»**Co-Owner/President/ Secretary**

TDK MACHINE, INC., Alice, Texas 78332, 11/2006-Present

Dedicated in employee management, office data control, and specializing in diverse operations within the oilfield industry. Established record in maintaining continual improvement to decrease company expenditures while increasing profitable margins. Efficiently executed document quality control and daily office procedures. Excellent communicative skills resulting in a motivated- cohesive workforce concentrating on annual team goals in production and safety.

- Co-owner and developer of TDK MACHINE, INC. with responsibilities concentrating in employee management, including hiring and supervising; office management/accounting; effectively systematized and governed office data relevant to company records, employee records, payroll and accounts receivable

»***Specialization in:***

- Peachtree and Microsoft Office Package
 - Policy and Procedure Development
 - Team Building
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