

Taylor Sheils



Office Administrator

office@blackwolfconstruction.com
715.779.1603

Education:

Western Technical College
Lacrosse, WI (2023-Present)
Electricity Technical Diploma
Ashland High School
Ashland, WI (2010)

Taylor and her husband, Tristan, have two children, Charlotte and Jack. After being in the La Crosse area for the last ten years, they recently relocated back to Ashland to be closer to family. They also have two dogs, Tilly and Samson, and a cat, Loki. In her free time, Taylor enjoys anything water-related (except water skiing; she's not making that mistake again), reading, houseplants, flower gardens, and spending time with her family.

Taylor is efficient, dedicated and strives for excellence in all tasks. She has been a great addition to our team, enjoying collaboration with colleagues to achieve shared goals.

Expertise:

Five plus years of experience as an office manager. **Skilled** in Supervisory Roles. **Talented** administrative professional with a background in customer service and bookkeeping. **Proficient** with Microsoft Office. **Knowledgeable** in utilizing QuickBooks Enterprise Solutions. **Other Software:** Dropbox, TeamViewer, AIA Contracts Software, Construction Programing for Construction Estimating and Job Tracking.

Select Professional Experience:

Dahl Construction Company Office Manager *Washburn, WI 2023-Present*
Chiropractic Place Office Manager *Sparta, WI 2019-2023*
State Bank Financial Universal Banker *Sparta, WI 2018-2019*
Chiropractic Place Office Manager, Chiropractic Technician *Sparta, WI 2016-2018*
State Bank Financial Teller Supervisor *Sparta, WI 2014-2016*

Administrative Duties & Responsibilities:

Manage office administrative support activities and identify solutions for process inefficiencies
Serve as primary anagement liaison for administrative solutions
Support long-range marketing goals
Assist in completing and responding to RFPs
Cultivate and develop potential business prospects
Coordinate and complete accounting functions
Operate as comptroller, fulfilling accounts payable, distributing invoices, monitoring accounts payable and coordinating with Principal for collection