

# Carla Thornton

**Business Manager**  
Hardy and Associates/ Architect, PLLC

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## **PROFESSIONAL:**

2011 to present: Hardy and Associates/ Architect, PLLC – *Business Manager*  
2000 to Present: Carla's Creations and Designs – *Owner*  
1996 to 1998: Days Inn Rainbow Casino – *Sales Director*

## **RESPONSIBILITIES / EXPERIENCE:**

As a Business Manager with over 15 year's experience, Carla has been actively involved in all phases of business and Office Management. She is responsible for the organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency. Skills include problem resolution, communications, administrative support, purchasing, and expense reporting, invoicing, and administrative-organizational reporting. She performs account reconciliations and general ledger entries as well as implementing payroll, posting to General Ledger accounts and prepares monthly financial statements/reports.

## **EDUCATION:**

Mississippi State University 1985-1989: Bachelors Degree - Business Administration  
Mississippi State University 1985-1989: Bachelors Degree – Marketing  
Mississippi State University 1989-1992: Masters Degree – Business Administration

## **COMPUTER KNOWLEDGE:**

Microsoft Office (Word, Word Perfect, Excel, and Outlook), QuickBooks Pro