

Teresa A. Johnson
Chief Executive Officer
Town & Country Travel, Inc.
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Experience

1996 – Present

Chief Executive Officer/Owner
Town & Country Travel, Inc.

Responsibilities: Day-to-day management of accounting, human resources, corporate reporting, technology and administration.

ACCOUNTING

- Interface, verify and post daily invoicing to Travcom accounting system.
- Maintain and submit the weekly air report through ARC.
- Maintain general ledger.
- Process hotel and car vouchers.
- Process airline refunds and debit memos.
- Receipt and disburse all checks.
- Complete bank and credit card reconciliations.
- Monitor account receivables and payables.
- Run daily, weekly and monthly accounting reports
- Meet with accountants on a regular basis to discuss financial status of the business and to prepare corporate tax reports.

ADMINISTRATION

- Maintain corporate, leisure and vendor databases.
- Build and process management reports for corporate clients.
- Create and maintain client database.
- Create travel advertisements for use in local newspapers and other medium.
- Inventory, research and purchase all office supplies.
- Input and send all correspondence including prospect letters and corporate travel packets.

AUTOMATION

- Maintain and troubleshoot hardware and software on 12 computers and several printers.
- Research and purchase new office equipment including furniture, copiers, fax machines and postage meters/scales.
- Proficient on the following software: Travcom Accounting Software, Microsoft Word, Microsoft Excel, Crystal Reports.

HUMAN RESOURCES

- Day-to-day management of 14 employees.
- Wrote and distributed company policy.
- Process payroll bi-weekly.
- Review employees' salaries and benefits.
- Manage company's Simple IRA Pension Fund.
- Distribute and manage dental and health plan.
- Manage employees' vacation and sick days.
- Hold monthly sales/staff meetings to review business and internal policies.

1993 – 1996

Corporate Support Services

President/Owner

Responsibilities:

- Owned and operated a desktop publishing business which produced brochures, manuals, advertisements, crossword puzzles, invitations, letterhead, business cards, and a variety of other printed documents.

1982 – 1993

The Idea Factory (Advertising Agency)
First Federal Plaza, Rochester, NY

Desktop Publishing Department Head/Office Manager

Department Head Responsibilities:

- Management of desktop publishing department. Work included annual reports, national and international advertising campaigns, catalogs, magazines, newsletters, technical documentation, training material, brochures, pamphlets and promotional material.
- Interviewed/screened new applicants for available positions.
- Scheduled, delegated, assisted and followed up on jobs in progress.
- Researched new equipment/software.
- Maintained equipment in the department.
- Kept track of department budget.

Office Management Responsibilities:

- Assisted employees with any general office questions, problems or needs.
- Assisted in the decision of equipment purchase/maintenance.
- Kept track of yearly office supplies budget.

Community
2003 – Present

American Red Cross (Greater Rochester Chapter)

2007 Co-Chair of Fire & Ice Event (major fundraiser to support local disaster relief)
Past volunteer in Fire & Ice Events

Education
1982

Nazareth College of Rochester, Rochester, NY
B.S. in Business Administration with Secondary Education