



Zoe Dubilier

Administration

6 months at TCE

Education:

University of Vermont 2015-2017

Work History

My Little Cupcake

Burlington, VT 2017-2018

Whistling Man Schooner Co.

Burlington, VT 2015-2017

Zoe Dubilier is an Administrative Assistant and Accounts Receivable Coordinator. She is new to the TCE family, and says she is happy to be an addition. Zoe greets customers in person and over the phone at our front desk on weekday afternoons, as well as managing client checks and receipts. She previously worked for Whistling Man Schooner Co. as an Administrator and Bookkeeper, and comes into TCE with a few years of account management experience.

A quick study, Zoe picked up on many of the office systems and processes in no time. Since coming on board, she has been instrumental in streamlining some processes, helping track contracts, and reducing the Accounts Receivable and Days Sales Outstanding (DSO) which helps improve cash flow.

She has also branched out into Marketing for TCE, and handles much of the online presence as well as contributing to advertising needs.

Zoe is a born Vermonter. Originally from Enosburg Falls, she now lives in Burlington with her small family of boyfriend, dog, cat, and the garden of vegetables. True to her birthplace, she prefers the winter; enjoying taking her dog, Tesla, on long walks through the snow.

Key Skills

- Accounts Receivable
- Front Desk Administration
- Website Management
- Ajera A/E Accounting Software
- Quickbooks
- Customer Service
- MS Office Suite