

Anita Zak

OFFICE MANAGER



CREDENTIALS

- Associate Degree, Office Management and Business Administration, Kent State University

With nearly 20 years office management and accounting experience, Anita’s priority is to keep the BrownFlynn account service teams running smoothly. Organized and efficient, she manages the Firm’s account payables and receivables, information systems and benefits. In addition, she enhances the Firm’s client service through prompt handling of client inquiries and efficient management of vendor relationships.

Describing herself as the “behind-the-scenes” person, Anita finds satisfaction in supporting her co-workers in every way “so they can concentrate on giving the best service possible to their clients.” Before joining BrownFlynn, Anita worked for 15 years at an international sports marketing firm, where she was responsible for ensuring timely payments for her clients as well as for her employer.

COMMUNITY ENGAGEMENT

- Mayfield Area Chamber of Commerce, Member
- Women in Sports and Events (WISE) Cleveland Chapter, Board Member
- Cain Park, Volunteer
- Cleveland Food Bank, Volunteer
- Nature Center at Shaker Lakes, Volunteer