

MARY PLOSKI

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PROFESSIONAL SUMMARY

To obtain a position with your company where I can best demonstrate the knowledge capabilities, organizational skills, as well as leadership ability that I have acquired through my personal experience in the workplace. I am eager & willing to learn different skills & methods as the position requires.

SKILLS

Extremely quick learner
Very good with numbers
Exceptional organizational skills

Highly dependable
Production procedures
Extremely accurate

WORK HISTORY

Shipping/Receiving Clerk, 06/2012 to Current

KOI Auto Parts, Inc. – Dayton, OH

Receive purchased merchandise & checking purchase order against packing slip for correctly assigning the ASN number, for the scanning in, of the merchandise.

Claim overage/shortage discrepancies of merchandise to the appropriate vendor, via fax.

Perform cycle counts for large variety of auto parts, sub and or add inventory when applicable, maintaining their stock levels, restock shelves.

Shipment of stock to local store locations, record shipments & manage disposition of new returns from local stores for re shelving.

Dispatch delivery drivers when needed.

Provide excellent customer service to internal & external consumers.

Property Manager, 07/2006 to 01/2012

Westridge Management Group – Dundee, IL

Managed & maintained a 60 unit five story high rise section eight facility, for individuals 62 & older & or handicap disabled, in Dayton Ohio.

Processed housing applications, ran credit criminal checks, approved/disapproved.

ADS sheets, processed all calculations, income, assets & medical expenses.

Rent collection every month, posted to individuals accounts, & made bank deposit.

Supervised apartment turnovers made sure they were complete in a timely manner, & overseen budget for maintenance staff.

Recertification's/Interims on current tenants, mailed out third party verification forms.

Approved all invoices for corporate payment.

Annual unit inspections.

Marketing.

Made final decision on emergency calls for maintenance staff.

Obtained bids for new property projects.

Processed HAP payments, TRACS, reports for REAC inspections & MOR's.

Monthly newsletter with planned activities for current tenants.

Filing, answering phones, faxing, coping, along with day to day office duties.

Worked with HUD Manager, Rent Roll 2000, & Onesite.

Customer Service/Accounting Clerk, 09/1998 to 03/2005

Rex Radio & television Corporate – Dayton, OH

Customer Relations 1998-2002

Acted as a liaison between service companies, customers & Rex for warranty information.

Handled customer complaints via telephone.

Researched warranty & refunds with customers to reach resolution.

Followed up with personal phone calls to provide positive consumer relations.

Accounting Clerk 2002-2005

Accounts receivable, bank reconciliation, entered data for financed purchases for all lenders.

Prepare & submit state sales tax monthly.

Resolve & refund appropriate monies when applicable.

EDUCATION

High School Diploma: 1998

Northridge High School - Dayton, OH