

# Precious Stier

## Accounting/Administrative/Account Manager

Belle Plaine, MN

pstier10@yahoo.com - (763)219-9427

I am seeking employment with a company that will allow me the opportunity for growth and advancement, while utilizing my skills.

### WORK EXPERIENCE

#### **Account Manager/Recruiter**

VALLEY STAFFING - Shakopee, MN - April 2010 to February 2011

Responsibilities Included: Interviewing, evaluating, and placing quality candidates on temporary assignments and working closely with client companies to ensure quality placements. Also did service calls to existing clients in the field and to make sales calls via phone and in person. Also verified and approved weekly payroll.

#### **Night Auditor/Front Desk**

AMERIC INN LODGE AND SUITES - Belle Plaine, MN - March 2009 to April 2010

Responsibilities Included: Audit, balance, post and report on the front desk to include but not limited to; room charges, phone calls, zero balance folios, corrections, adjustments, taxes, disputed charges, over/short figures, deposits, etc. to ensure accuracy and verify proper cash handling procedures are followed. Prepare and input statistics and income journal sheets for preparation of daily reports. Run night audit final after insuring all revenues are in balance nightly. Perform the duties of a Front Desk Clerk including express checkouts.

#### **Manager/Bartender/Cook**

DOUBLE D CLUB - Willmar, MN - July 2007 to April 2009

Responsibilities Included: Generated payroll for employees, completed computerized accounting tasks which included A/R and A/P, waited, cooked, and served the customers. Maintained all the HR responsibilities, maintained the schedule, meeting with the vendors, as well as many clerical tasks.

#### **Dispatcher/Drivers Manager**

DOUBLE D CLUB - Eden Prairie, MN - October 2007 to January 2008

#### **Operations Administrator**

Bought Out - Eden Prairie, MN - December 2006 to October 2007

Responsibilities Included: Generating payroll for employees, making sure all the drivers were DOT certified by completing applications of CDL drivers, including drug screens, physicals, and dispatching the drivers where they were needed. Answer multi phone lines, month end reports, creating month end invoice, A/P, A/R, collections, setting up meetings, perform many HR responsibilities, as well as many other clerical tasks.

#### **Confirmation Specialist**

Vicom - Chaska, MN - July 2006 to October 2006

Responsibilities Included: Confirmed the numbers of the amount of product they used to make the items needed in production. Answered phones and also worked in accounts payable.

#### **Auditing Clerk**

InterIX Technologies - Shakopee, MN - February 2004 to February 2006

Responsibilities Included: Auditing expense reports for companies. Did customer services when the clients had questions or concerns on there expense reports.

### **Administrative Assistant**

Hunt Oil/ Alabama Bulk Terminal Co - Mobile, AL - October 2002 to November 2003

Responsibilities Included: Keeping track of the inventory and movement from the trucks, ships and barges the come in with crude oil. Generating payroll through ADP, accounts payable and accounts receivable, keeping track of the petty cash, answering the phones, keeping track of the benefits on the employees and make sure everything is sent to the home office. I completed documents and proofread them when they were needed. Month end reports as well as monthly IRS reports were completed.

### **OPERATIONS MANAGER**

Dependable Source Corp - Mobile, AL - May 2001 to October 2002

Responsibilities Included: Generated payroll for truck drivers, making sure all the drivers were DOT certified by completing applications of CDL drivers, including background verifications, drug screens and physicals, pulling MVR and dispatching the drivers where they were needed. Also did collection calls, answered multi phone lines, performed interviews, went out to sell new contracts, and set up new contracts for new clients.

### **EDUCATION**

#### **Business Office Education**

Rasmussen Business College - Arlington, MN

### **ADDITIONAL INFORMATION**

#### **QUALIFICATIONS**

I have several years experience in the business field pertaining to accounts payable and accounts receivable, creating invoices, billing, and collections, completing computerized accounting tasks and doing payroll through Tom Mc loud, Quick books, Peachtree, Oracle, and ADP systems. Also have experience with pulling and reviewing credit reports, using fax machines, multi phone lines, and cross reference. Also many years of Human Resource knowledge. I have experience in all the Microsoft office programs.