

# Alyssa Rathmann

Butler, PA 16001  
[lyssarath@gmail.com](mailto:lyssarath@gmail.com)  
724-968-2473

A reliable and exceptional worker, with many years of customer service, retail and office experience combined with a marvelous work ethic. Areas of expertise include cash handling, inventory, sales and astounding customer service. Proficient computer skills and impressive ability to learn quickly.

## Work Experience

---

### **Package Handler**

FedEx - Zelienople, PA  
December 2018 to Present

Safely, quickly and efficiently load and unload packages from one location to their destination.

### **Materials Analyst**

Brilliant corporation - Boyers, PA  
April 2018 to September 2018

Analyze all required materials and issue code in accordance with Federal guidelines

### **Temporary Employee -Records Clerk**

TAB - Boyers, PA  
January 2018 to March 2018

Assist in gathering, compiling and recording necessary documents while ensuring speed and accuracy

### **Temporary FILE CLERK**

OFFICE OF PERSONNEL MANAGEMENT  
October 2017 to December 2017

R.O.C

Perform filing duties associated with department. Ensure accuracy and speed

### **ASSISTANT BOOK KEEPER**

ROCK ANN HAVEN  
2013 to 2017

Perform basic office duties such as filing and recording invoices. Data entry- tax information. Recording and processing Accounts receivable and payable invoice tracking. Balancing checkbooks, reconciliation and deposits. New hire intake and orientation as well as payroll preparation. Experience with Sage software and Excel

### **SALES ASSOCIATE**

GET-GO  
2010 to 2012

Customer service champion. Cash register operations and customer service in compliance with state safety regulations. Overnight closing and re-opening procedures. Food preparations and orders within serv-safe guidelines. General kitchen operations.

### **Customer service and cash handling**

REPLENISHMENT- DOLLAR TREE

2009 to 2011

Receiving stock and replenishing shelves. Designing and creating displays to maximize sales.

### **Crew Member**

Wendy's (Saren Restaurants, Inc.) - Butler, PA

2009 to 2011

Opening and closing duties. Prep work in accordance with ServSafe guidelines. Register and cash handling operations. Customer Service

### **NANNY**

2006 to 2008

Provided in home care for an autistic little boy and his two siblings all under 5. Prepared meals, provided affection and entertainment, taught alphabet and numbers and potty-trained

### **SALES ASSOCIATE**

K-MART

2003 to 2006

Assistant manager of one-hour photo. Process orders in a timely fashion and of excellent quality. Layaway lead during holiday seasons, multi-tasking and organizing orders. Electronics sales associate.

## Education

---

### **Bachelors of Business Administration in Accounting**

STRAYER UNIVERSITY

### **HIGH SCHOOL DIPLOMA**

BUTLER SENIOR HIGH SCHOOL - Butler, PA

### **Associate of Arts**

BUTLER COUNTY COMMUNITY COLLEGE

## Skills

---

Excel

## Additional Information

---

Strong ability for multi-tasking and detail oriented. Mathematical proficiency combined with cash handling accuracy. Communication skills and an aptitude for customer service. Knowledge of inventory

control processes and product flow. Product replenishment and store layout design experience. Experience with office procedures and software, Microsoft Word, Excel, Quickbooks, Sage.