

Angela Franklin

Fort Collins, CO

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WORK EXPERIENCE

Merchandiser

Acosta Sales & Marketing - Fort Collins, CO - 2013-07 - Present

Retail merchandiser

Office Manager/Bookkeeper

Colorado Well Service - Fort Collins, CO - 2009-01 - 2015-10

Responsible for all management and bookkeeping duties including accounts receivable, accounts payable, banking, customer relations, inventory control, marketing, collections, office management & coordination. Worked from home, this was my Husband and I am business.

Cashier/Customer Service

Kmart - Grand Jct, CO - 1993-04 - 1999-10

Cashier, Supervisor, Service Desk, Reset, Layaway,

EDUCATION

High school Diploma

Central High School - Grand Junction, CO

SKILLS

Excellent communication skills--verbal & written Supervised and trained different teams Expertise in accounting software- Quickbooks Bookkeeping and administration/excellent ability to multitask Spreadsheets, word processing

LINKS

<http://Afranklin23@me.com>

ADDITIONAL INFORMATION

Committed to completing all tasks given in a rapid and timely manner.

Team member with the ability to work both as a team and individually to accomplish the tasks.

Places customer as the priority and enjoy working in the customer service industry.

Self-motivated in every aspect of the job and can be depended on to work without supervision.

See tasks done through fruition and complete 100% of the time.

Thoroughly proficient in all Microsoft and programs, Quickbooks, Internet and email, fax machine, and all clerical work.

Able to multitask and make on the spot decisions. Flexible to changing priorities. Strong ability to communicate effectively in order to promote efficiency in the work place.