

Tammie Baray

Greeley, CO

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I am a people person, with 10 plus years of office experience, very dependable and a quick learner.

WORK EXPERIENCE

Cashier

Cigarette Outlet - Liberal, KS - March 2012 to June 2013

Interacted with customers all day long, stocked, ran cash register, and monthly inventory. Was asked to accept store manager position, declined the promotion due to the fact that my husband had accepted employment in Colorado.

Office Manager / Administrative Assistant

Allied Cementing - Liberal, KS - November 2007 to March 2009

Answer phones, monthly revenue report, payroll, employee schedule, ordering office supplies, monthly inventory, new hire procedure & paperwork, all clerical duties knowledgeable in computers, FAX machine, postal machines & ten key.

Office Assistant

Basic Energy Services - Liberal, KS - January 2007 to October 2007

Clerical duties/account payable and all duties performed at Allied.

Office Assistant

Trailmobile Trailers Llc - Liberal, KS - 2000 to 2002

Worked with plant manager, memos, mail, account payable, used fax machine, computer, 8 line phone system, 10 key, postal machine.

Meat Clerk

National Beef Packing - Liberal, KS - 1994 to 1999

Took orders from employees, answered 6 line phone system, meat inventory weekly, put orders in computer, monthly reports, waited on employees daily.

EDUCATION

Business/Office

Seward County Community College - Liberal, KS

1994 to 1996