

Elizabeth C. Schoengarth
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OBJECTIVE

To obtain a challenging position with an organization that can benefit from my skills and activities with the potential for growth and advancement.

SKILLS

Skills: Customer service, inventory, Assist Lunch Management Account Management, Branch management, established daily work priorities for staff.

Computer: Microsoft Word, Windows, Excel, Microsoft PowerPoint

Office Support: Office supply inventory, use of all office equipment, data entry, type 50wpm, booking keeping, ten key,

EXPERIENCE

Worked in several professional environments where I was responsible for working with clients in a way that demonstrated their value as a customer; facilitated vendor calls to expedite payments; coordinated and managed the processing of invoices; prepared accounts payable registers and related business account reports; created monthly invoices and billing statements; used computer spreadsheets to build sales charts that were used by senior management; communicate with clients nationwide. I have dealt with customers daily and handled every situation professionally.

WORK HISTORY

Branch Manager	Money Tree Inc.	05/06 to 06/10
Cook-Cashier	Niver Creek Middle school	09/11 to 10/13
Lead Custodian	Stem Launch K-8	06/13 to 12/13
Cook-Cashier	Hillcrest Elementary School	06/14 to Present
Usher/Ticket Taker	Coors Field	02/15 to Present

EDUCATION

Professional Development	Mayor's Office of Workforce Development	Denver, CO
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References upon request