

Honey Woodward

Rochelle, VA 22738

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434-806-9431

Obtain a career in Business with the opportunity to utilize skills in Customer Service, Public Relations and Communications.

Authorized to work in the US for any employer

Work Experience

Owner/Operator

Honey B's Cleaning Service - Rochelle, VA

I run a cleaning business and provide specialty housekeeping services.

Inventory Control Specialist

Zamma Corporation - Gordonsville, VA

November 2015 to December 2016

Kept track of daily inventory in and out.

Helped define procedures for inventory control.

Assisted customers both internal and external via email and phone.

Uploaded new product and sku's to Home Depot web page. (Home Depot is Zamma's biggest customer)

Helped arrange product on floor in a systematic way to help find product in a timely manner.

Plant Administrative Assistant

Bingham and Taylor - Culpeper, VA

January 2014 to October 2015

Worked directly under Plant Manager.

- scheduling
- ordering product
- coordinated all meetings
- safety committee
- order entry
- shipping and receiving
- cost analysis
- EPA reporting
- cost research
- assisted maintenance team
- ordering of safety gear
- recycling program
- adding new employees into system
- trained employees on safety

Accounts Payable/ Receivable Specialist

Cintas - Culpeper, VA
June 2013 to January 2014

22701

Accounts Receivable

- Call businesses for money owed
- Email invoices/statements weekly/monthly per customer request
- Issue credits
- Issue refunds
- Daily use in AS400 computer program
- Revise invoices when needed
- Explain invoices to customers
- Adjust pricing
- Issue suspension of service for delinquent customers
- Work with collections agency when customers are sent to collections
- Work with customers on pay plans when needed
- Research unapplied money and figure out where to allocate funds
- Daily deposits
- Call credit references for potential new customers
- Any other duties as assigned

Office Manager

Starlite Heating and Air - Troy, VA
May 2012 to March 2013

- Provide excellent customer service
- Order Equipment
- Quoting
- Filing
- Faxing
- Accounts payable and Receivable
- Scheduling and dispatching and renewals
- Proper phone etiquette
- Problem solving
- Marketing

Customer Service/Accounts Payable

Carlisle Motion Control - Charlottesville, VA
April 2007 to June 2009

- Order entry
- Updating customer files
- Setting up shipment for large OE customers
- Filing
- Answering phone in professional manner
- Resolve shipping issues
- Resolve credit issues
- Issue Returns
- Responsible for maintaining price files for all customers
- Set up all new customer accounts

- Assist team members with any help needed
- Daily use of AS400 computer system
- Receiving and sorting of all mail
- Issuing checks to vendors
- Reviewing/fixing price discrepancies

Education

Madison County High School
1992

Skills

Customer Services, Accounts Payable, Accounts Receivable, Inventory Control, Invoicing, Administrative Assistant, Shipping And Receiving, Warehouse Management, Customer Relationship Management, Salesforce, Sales Support

Additional Information

I have over 15 years experience with customer service, sales, sales support, administrative, shipping and receiving, accounts payable/receivable. I am a quick learner and adapt easily to new environments. I have computer skills in microsoft, excel, word, and email. I am also familiar with Quickbooks and Dynamics programs, as well as AS400.