

Jamie Boatman
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Experience

April 2016- Present Sun Enterprises, Inc. Thornton, CO

Administrative Office Assistant

- Answering all inbound calls to the dealership
- Processing overhead expense payments (AP) including correctly charging each department its allocation of each expense i.e. percentage of utility payments
- Providing excellent customer service to customers requesting Off Highway Vehicle registrations
- Understanding and properly adhering to Colorado Parks and Wildlife guidelines regarding issuing customers off highway vehicle registrations
- Understanding Colorado motor vehicle sales tax to populate Excel workbook used to file accurate sales tax returns
- Distributing petty cash for small business purchases
- Reconciling petty cash to remaining balance and collected receipts
- Maintaining adequate office supply levels and re-ordering when appropriate
- Daily reconciliation of cashier drawers including cash, credit card batches and check deposits
- Taking cash deposits to the bank
- Monthly reclass of internal account charges to proper expense accounts
- Recording daily payments received in cash logbook
- Keeping well organized files

October 2015 – October 2016 Freddy’s Steakhouse Thornton, CO

- Supervising the morning preparation work
- Back of the house cooking of customer orders

March 2015 - October 2015 McDonald’s Denver, CO

- Providing excellent customer service
- Overnight shift daily cleaning of store
- Weekly deep clean to prepare store for morning service

Software

Microsoft Office products including Word and Excel, CDK Lightspeed Dealer Management System

References: Provided upon request