

Kelly Merlihan

Loveland, CO

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WORK EXPERIENCE

Administrative Assistant

Bautista Brothers Enterprises - Loveland, CO - 2015-12 - Present

Accounts receivable and bookkeeping. I am also in charge of monthly evaluations between all clients. Cash handling between vendors and clients as well. Also, providing excellent customer care and attentiveness.

Server

ROCK BOTTOM RESTAURANT - 2013-11 - 2016-01

Ensure customer service and quality. Cash handling between customers at tables. Teamwork and always wearing a smile.

Customer Service Representative/ Counter Sales

Wylaco Supply Company - Gypsum, CO - 2014-03 - 2014-11

Customer Service

Alpine Lumber Company - Eagle, CO - 2012-02 - 2014-03

EDUCATION

Business

Grand Rapids Community College

SKILLS

Sales, Marketing, Microsoft Office, Excel, Quickbooks, Microsoft Office, Excel, and PowerPoint