

Kerryn Horn

Administration Assistant and Customer Service - TRIMAX

Denver, CO 80202

kerrynhorn@gmail.com

720-291-3474

Work Experience

Administration Assistant and Customer Service

TRIMAX - Denver, CO

2017 to Present

Manage and maintain customer accounts, organize distribution and provide front line support to customers. Perform accounts payable and receivable duties. Responsible for managing all administration of major customers.

Responsibilities:

- Performed and oversaw order entry for major customers
- Coordination of distribution/shipping for customer orders
- Process invoices
- Responsible for accounts receivable
- Accountable for balancing of daily banking deposits

Administration Assistant and Customer Service

INK POT PRESS - Drayton Valley, AB

2015 to 2016

Manage and maintain customer and business files, provide support to existing customers and establish new relationships. Perform accounts payable and receivable duties. Responsible for answering and distributing emails, phone calls, and faxes.

Responsibilities:

- Proof read final proofs before submitting to customers
- Accept and process customer orders
- Preparation of customer orders including drafting documents
- Answer phone calls and transcribe messages to the appropriate department
- Process invoices

Dispensary Manager

WARNERS BAY PHARMACY

2008 to 2014

Maintained efficient operation of the pharmacy and handled multifaceted administrative tasks including data entry, invoicing, accounts payable and receivable, purchasing and filing. Liaised with clients and sales representatives to finalize sales and negotiate new and existing contracts on behalf of pharmacists and senior management. Quickly developed a reputation for my time management, ability to remain calm in stressful situations and willingness to learn.

Responsibilities:

- Performed clerical and general office duties for senior management, and entrusted with office management in their absence
- Recorded, compiled and distributed meeting minutes
- Answered telephone calls and transcribed messages
- Prepared files and reports and maintained dispensary database
- Coordination of meetings and events (professional and social)
- Responsible for balancing and managing petty cash
- Organized business travel, accommodation and itineraries for senior management
- Managed social media accounts in accordance with company policy

Education

B. Business

Swinburne University
2018

Skills

Excel (Less than 1 year), Microsoft Office (Less than 1 year), MS OFFICE (Less than 1 year), Outlook (Less than 1 year), shipping (1 year)

Additional Information

Technical Skills

Proficient with Microsoft Office Suite: Word ♦ Excel ♦ Outlook ♦ PowerPoint ♦ Quickbooks ♦ Endicia Shipping Software ♦ Adobe Creative Suite