

## **NIKI KIEFFER**

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### **OBJECTIVE**

Seeking employment which will allow me to grow professionally, while being able to utilize my strong organizational, educational, and exceptional people skills.

### **JOB HISTORY/DUTIES**

Accounts Payable

Probuild

Winona, Mn

Start Date: 12/02 End Date: 11/09

While working in accounts payable I was given the job to print off all our checks and get them distributed out. I also had the job of data entry and scanning all invoices that we processed. Also helped out in the area of getting all of the invoices put in to batches for other workers to enter in to the system.

### **EDUCATION**

DEGREE: High School Diploma

Major: generals

Lewiston Altura High School, Mn