

OBJECTIVE

Enthusiastic professional with experience in providing high-level customer service, guideline compliance, and critical customer resolution. Highly skilled in time management, organizational prioritization, and excellent communication skills. Flexibility to work on multiple projects within tight time constraints with professionalism and discretion.

SKILLS AND QUALIFICATIONS

Book Keeper – Conditioned Air, Inc. 2011-2016

- ♦ Performed interviews, hiring and terminating of employees using disciplinary procedures when needed
- ♦ Skilled with computer systems and software packages including Microsoft Office and QuickBooks
- ♦ Responsible for preparing payroll and quarterly payroll taxes for company
- ♦ Performed all aspects of accounting, including collections
- ♦ Effectively managed currency and performed bank reconciliations
- ♦ Systematically entered statistical data into computer
- ♦ Communicated with the companies CPA

Marketing Manager – Endurance Automotive, Inc. 2012-2015

- ♦ Gathered data on competitors and analyzed prices, sales and methods of marketing and distribution
- ♦ Accurately scheduled appointments and addressed customer concerns to ensure total satisfaction
- ♦ Demonstrated excellent organizational and time management skills
- ♦ Accurately maintained records of work performed
- ♦ Prepared various reports applying Microsoft Office software
- ♦ Utilized the web, specific out sourcing of advertisement and created new in house advertisement

Controller – Johnstone Supply 2001-2015

- ♦ Operated spreadsheet programs and other software to load and manipulate data and produce reports
- ♦ Responsibly and accurately managed accounts payable and receivable records
- ♦ Answered telephones and provided correspondence to customers
- ♦ Maintained an organized and fast-paced work environment
- ♦ Organized, sorted and categorized inventory
- ♦ Effectively worked both independently and as a team player
- ♦ Handled customers' accounts with approving and setting up and assigning salespeople territories
- ♦ Project Management

EDUCATION HISTORY

Degree Attempted	Coursework in Progress
North Hennepin Technical College	Brooklyn Park, Minnesota
University of Minnesota	Minneapolis, Minnesota

COMMUNITY INVOLVEMENT

Rockford Cheerleading Volunteer	Rockford, Minnesota
Delano Hockey Volunteer	Delano, Minnesota
Salvation Army Volunteer	Roseville, Minnesota
Majestic Hills Ranch Volunteer	Shakopee, Minnesota