

**Kristen Dreher**

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**QUALIFICATIONS**

Twenty plus years in customer service, highly motivated, ability to multi-task with strong attention to detail

**EXPERIENCE**

**Service Experts Longmont, Co 2022-2024**

***Accounts receivable / Accounts Payable***

- *Create and receive purchase orders*
- *Review monthly statements from vendors*
- *Register equipment for customers and process Lennox rebates if applicable*
- *Review, batch and export customer invoices*
- *Collect and apply payment to customer invoices or accounts*
- *Run checks and apply to Wells Fargo deposit*
- *Perform monthly warehouse inventory counts*
- *Perform quarterly truck inventory counts*
- *Transfer inventory from warehouse and trucks*
- *Answer calls from customers*
- *Book and create job tickets*
- *Dispatch technicians to jobs*
- *Utilize Excel and Service Titan for daily tasks*

**Rocket / Phillips 66 Longmont, Co 2001 - 2022**

***Assistant Manager***

- Order inventory items including, but not limited to, grocery and dairy products
- Audit inventory of entire store
- Shipping and receiving of product
- Stock and face product on shelves
- Maintain a clean and professional environment
- Provide prompt and friendly service to customers
- Handle cash and credit transactions accurately and efficiently
- Transfer counts from inventory tracking equipment to computer
- Utilize Excel to track inventory
- Loading and verifying safe / ordering money
- Accounting daily paperwork / verifying till sheet's

**Bart's Automotive** Longmont, Co 2000 - 2001

***Customer Service Representative***

- Mixed automotive paint through computerized process
- Matched automotive paint for local body shops
- Stocked automotive paints and parts
- Handled cash and credit transactions

**Safeway** Longmont, Co 1999 - 2000

***Customer Service Representative***

- Bagged groceries and assisted customers to their vehicles
- Handled cash, credit, and check transactions
- Provided prompt and courteous service to customers
- Stocked and faced product on shelves

**EDUCATION**

Longmont High School 1996 - 2000

**REFERENCES**

Sunny Rush 720.204.0577

Melanie McFarland 720.600.9112

Lisa Desmond 970.232.6476

Richard Olivias 720.270.7242