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937 Tiffany Place Longmont CO 80501

To continue my career by utilizing my experience and knowledge to train others so that they too can master their career goals successfully

## Work experience

### Accounting associate

- Invoice or accounting clerk
- General office
- Accounting
- Record maintenance
- Invoice reconciliation
- Generation of reports
- Securing of cash deposits

### Walmart Supercenter

2285 E. Ken Pratt Blvd  
Longmont, CO. 80504  
303-678-0803  
2001 – present

### Receiving

- Receiving in a warehouse facility
- Unloading of trucks
- Organizes and maintained merchandise
- Completion and retention of required documentation

### Customer service associate

- Sale experience with consistent customer interaction
- Processed customer sale transitions
- All types of payment with POS systems and other applicable equipment

### Fabrics and crafts

- Knowledge of crafts and other fabrics
- Customer service by assisting customers with purchase and knowledge
- Cutting and preparing fabrics for customer purchase

### Photo

- Knowledge of services and equipment related to photo
- Prepared processed and operated the equipment used in photo lab
- Answered questions and assisted with purchases

### UPC invoicing

- Record maintenance
- Generation of reports
- General office
- Guided all employees as to how to work reports correctly
- Research in discrepancies within reports
- Time management skills

## References

Barbara Fawn Barnholdt  
Previous workmate at Walmart  
303-901-9310

Andy Lucas  
Previous workmate at Walmart  
303-931-5355