

Melaine D. Byrne

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OBJECTIVE

I am interested in securing a role with accounting as a supportive team member. I am looking for a progressive atmosphere with room to grow.

Professional Experience

Cottrell Printing, Inc. Denver, CO

August 2013 to current

Shipping Receiving Clerk

- Receive all items coming in, matching PO's and communicating any discrepancies with procurement personnel
- Shipping all items out in the best way and price to meet the deadlines for each project
- Process work orders for accounting to bill out to customers

Henry Wurst, Inc Denver, CO

June 2011 to August 2013

Warehouse clerk level 2 / Receiving Clerk

- Reconcile all purchase orders, invoices and packing lists prior to data entry to ensure that they flow through the payable process
- Provide accounting with documents for audits
- Maintain records

Henry Wurst, Inc. Denver, CO

March 2007 - June 2011

Customer Service Representative

- Managed production of printing materials for large format commercial printing, mail, and fulfillment, scheduling with customers and internal team to meet deadlines
- Administering purchase orders for materials and services
- Prepare billing for accounting.

Lange Graphics

February 1997 - March 2007

Customer Service Representative

- Managed production of printing materials for large format commercial printing, mail, and fulfillment, scheduling with customers and internal team to meet deadlines
- Administering purchase orders for materials and services.
- Preparing billing for accounting.

National Printing

February 1991 - February 1997

Accounts Receivable Specialist

- Managed accounts receivable, payroll, sales support, incentive adjuster, freight procurement
- Provide accounting with documents for audits
- Maintain records