

Sherry Pope

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To secure a position in the Administrative Field that will utilize my skills that I have acquired through my on the job experience as well as my recent schooling.

WORK EXPERIENCE

Material Specialist

Greater Dayton Regional Transit Authority - Dayton, OH - August 2010 to Present

Job Duties: Hand out parts to the mechanics, lookup pricing on parts for accident reports, shipping and receiving, lookup parts on computer and catalog, inventory, maintain organization and maintenance of inventory

Administrative Assistant

Mad River City Schools - Riverside, OH - October 2007 to August 2010

Job Duties: Answer phone, data entry, make copies, meet and greet guest, tend to children's needs, fax, make phone calls, Microsoft Office, payroll, fix copiers when they go down, purchase orders

Customer Service

Home Depot - Dayton, OH - February 2001 to June 2002

Job Duties: Customer service, cashier, answer multi-line phone

Customer Service

Parts America - Riverside, OH - June 1995 to June 1998

Job Duties: Customer service, cashier, machining, diagnostic testing, install parts, stocking, inventory control

Customer Service

AutoZone - Dayton, OH - July 1993 to May 1995

Job Duties: Customer service, cashier, machining, diagnostic testing, install parts, stocking, inventory control, employee training, turned drums and rotors.

EDUCATION

Office Technology/Accounting

Greene County Career Center
January 2008

ADDITIONAL INFORMATION

SKILLS AND ABILITIES

Microsoft Word 2003, Excel, PowerPoint, Access, Publisher 2003
Accounting
Advanced Accounting
Electronic Calculator
Business Math

Intro to Computers
Keyboarding (35wpm)
Management
Filing
Sales
Payroll
Proofreading
Multi-Line Phones
Email
Employee Training
Scheduling
Cash Register
Automated Accounting