

ROBERTA GRIMES

3770 W 24th St #F16

Greeley, CO 80634

970-815-1040

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QUALIFICATIONS:

Extensive experience in customer service, bookkeeping, payroll, accounts payable and receivable. Also, many years of experience in analytical and detail-oriented positions in various industries. Founded and taught classes at homeschool co-op from 2001-2007. Homeschooled daughter from 1998-2013. Additional qualifications consist of loyalty, self-motivation, integrity, multi-tasking and the ability to prioritize.

SKILLS:

- Bookkeeping
- Accounts Payable
- Accounts Receivable
- 10 key
- Customer Service
- Invoice matching and verification
- Payroll in multiple formats

EDUCATION:

Elmhurst College, Elmhurst, IL- Bachelor of Science, 1984 (Major in Economics with a minor in Urban Studies)

EXPERIENCE:

WALMART (June 2018- present) asset protection, cashier, self checkout host

- Minimizing shrink from employee error
- Preventing theft
- Greeting customers
- Customer service
- Cashier functions

ADVANTAGE SALES AND MARKETING (June 2015 – June 2018) Event Specialist

- Introducing customers to products through giveaways and cooking demonstrations
- Promoting the store at local events and grand openings

MEIJER (June 2016 – June 2017) Specialty clerk, deli department

- Customer Service
- Completing customer orders
- Increasing sales through suggestive selling and creative marketing

MIKE GUEVARA, CPA (2010-2017) Accounting Assistant

- Managing accounts payable
- Calculating payroll
- Performing bank reconciliations

ROAD RANGER USA (2010-2013) Cashier

- Customer Service
- Cashier
- Balancing cash drawers

GERTSEN INTERSTATE/METRO MODAL TRUCKING COMPANIES
(1988-1997) Rate and Payroll Manager

- Customer Service
- Quoting all rates
- Billing
- Following up and adjusting any payment discrepancies
- Calculating driver payroll
- Designing and implementing new computer system to expedite and streamline workflow.