

# Ruth McGowan

Rochester, MN

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Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Office Manager**

Foster Electric Company - Rochester, MN - 1989-01 - 2017-07

Accounts Receivable, Accounts Payable, Payroll weekly, helping clients and customers with questions or concerns, answering e-mails, answering telephone calls,

## EDUCATION

### **Associate in Business Mangement**

University of Hawaii-West Oahu - Pearl City, HI

1986-12 - 1988-12

## CERTIFICATIONS/LICENSES

### **Notary Public**

2020-01