

Sharon A. Martel
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GOAL/OBJECTIVE/TRAITS:

To secure an Accounts Payable Coordinator at the Edward M. Kennedy Community Center, Worcester, MA. I always present myself in a professional and courteous manner. I have excellent customer service skills. I am a dedicated and conscientious employee. I am familiar with excel, word and outlook and would be a valuable asset to your institution.

WORK HISTORY:

Personal Banker, Fidelity Bank (Barre Savings), Paxton, MA.

Hold the responsibility of supervising tellers at the Paxton Branch. Required to manage the facility two to three days per week in the absence of the Branch Manager. Daily duties include opening and closing the branch, insuring the tellers balance at the end of day and I hold the responsibility of the vault and cash recycler. Order cash for the branch and branch supplies as needed. Other duties include completing all the audits required by bank policy on a monthly, quarterly and annual basis. When required, I perform all duties required of a teller. Responsible for the scheduling of the branch employees. I serve as a licensed Notary and also I am registered with the Nationwide Mortgage Licensing System. I originate consumer and home equity loans. **March 2015 to Present.**

Assistant Controller/Accounts Payable, North Brookfield Savings, North Brookfield, MA.

Responsible for the management of all investments purchased. Process purchases, sales and called securities. Entered monthly payments received. Handled amortization and accretion entries and calculated market entries. Maintained fixed assets and all prepaid expenses. Filed the federal back-up withholding payments and the State IRA payments on a weekly basis. Responsible for the month end closing entries and processing/calculating the provisions and accruals. Filed the Call Report with the Federal Reserve and filed the monthly Depositors Insurance Fund Reports. Processed incoming and outgoing wires and book entries as required. Complied and organized the reports for the monthly board meetings. Processed invoices for all five branches. Responsible for issuing checks and maintaining invoices and expense sheets from all branch employees. Maintain the W-9's for all vendors and filed the Sales and Use Tax for the bank. **September 2005 to March 2015.**

Assistant Front End Manager, Big Y Supermarket, Ware, MA.

Responsible for the Front End Operations of the store. Managed over 20 Cashiers, Service Clerks and Baggers during their scheduled shifts. Completed the weekly bookkeeping for the Front End and managed the Safe Room. Balanced all Cashier register trays and maintained records on shortages and overages. Responsible for all lottery ordering and account balancing for the store. Completed scheduling for over 50 employees which included Customer Service, Cashiers, Service Clerks and Baggers. Served as the Assistant Payroll Specialist. **September 1989 to September 2005.**

EDUCATION:

Attended California State College, San Bernardino, CA. Majoring in Accounting.

San Geronio High School, Highland, CA. High School Diploma