

Tammy A Schlosser

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Employment Objective

Apply my skills and years of experience with customer service, office procedures, telephone etiquette and any other skills that would benefit my employer.

Experience/Skills

- Great computer, typing and filing skills
- Proficient in QuickBooks
- Highly proficient in using telephone, calculator, copier and fax
- Customer/Client confidentiality in all my work experiences
- Notary Public
- A lot of retail experience
- Strong bookkeeping and record keeping experience
- Highly organized
- Works well with people of all ages
- Great at helping promote and advertise
- Dependable

Work Experience

Creative Metalworx, Inc.

Office Manager Durand, WI.

September 2016-Dec. 2018

- Accounts Payable and Receivables
- Payroll
- Insurance
- Filing/Organizing
- Invoicing
- Purchase Orders
- Packing Slips
- Reconciled Accounts
- Government filings (ie...Sales and Use Tax)
- Sales/Customer service

St. Vincent de Paul Thrift Store

Assistant Manager Durand, WI.

June 2014- Dec. 2016

- Retail Sales and Pricing
- Customer Service
- Running and Balancing cash register
- Managing Volunteers
- Accepting Donations

- Decorating and organizing merchandising daily and seasonally

R Kidz Rock

Director

Durand, WI

December 2009- October 2015

- Bi-weekly Billings
- Organize fundraising
- Order and purchase supplies
- Promote and Advertise for new Business
- Plan Activities
- Organize Curriculum

Schlosser Lumber Inc.

Vice-President/Corporate Secretary

Durand,

WI. June 1989-Dec. 2009

- Manage office and all aspects of organization within the office
- Answering phones, taking care of orders, deliveries and billings
- Payroll, accounts payable, accounts receivables, balancing checking accounts
- Approved purchases
- Retail sales
- Human Resources
- Insurance Claims

Dunn Co. Treasurer's Office

Clerical

Menomonie, WI.

November 1988 - June 1989

- Taking care of tax payments
- Filing and recording tax payments
- Answering phones, customer service and other office duties

Durand Federal S & L

Teller/New Accounts Rep.

Durand,

WI. June 1981 - June 1989

- Deposit, withdrawal and loan payment entries
- Helped with collections, agriculture and consumer loans
- Sold Insurance
- Set-up all new accounts including Certificates of deposit, money markets and IRA's
- Customer Service

Education

- Durand High School, Durand, WI.
- On the job training; including Microsoft Office and Excel

References

- Available on request