

Tammy Mello

Mount Vernon, IN 47620

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8122701217

I have worked as insurance agent, tax preparer, bartender, fork truck operator, machine operator, accounting clerk and bookkeeper. I attended the skills and business center in Sacramento, CA for general office and accounting. I attended H&R Block School for tax preparation in Sacramento, CA. I attend CA insurance and licensing school for Insurance brokers license in Sacramento, CA

Authorized to work in the US for any employer

Work Experience

Office Manager

Waynes Appliance - Evansville, IN

March 2016 to Present

Daily deposits, maintain accurate inventory account, process all sales tickets, accounts receivable, customer service, credit application processing and warranty processing. I brought all paperwork current, the first month I was here. Some of it was 6 months behind

Machine Operator

Infinity Molding

2010 to 2011

Warehouse Associate

KENCO

2009 to 2010

Accounting Clerk

Raben Tire

2000 to 2004

Full Charge Bookkeeper

Western Hills Country Club

1999 to 2000

Skills

sales, customer service, fork truck operator, a/r, a/p, payroll, supervisor, , bartend and general office