

Tammy Zierolf

Northglenn, CO 80233

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Authorized to work in the US for any employer

Work Experience

Administrative Assistant & Accounting Clerk

The Arvada Flooring Company - Arvada, CO

July 2021 to Present

Greet customers, answer phones, receive incoming deliveries. Process mail, receive packages. Update and work in quick books daily with accounting. Run reports. Research where and if material is available. Make bank deposits and post office runs. Also back up sales person for showroom.

Assistant/Visual/Merchandise Mgr

JCPenney - Aurora, CO

February 2020 to May 2021

Managed several employees during shift. Moved new clothing to floor and took clearance items off floor. Oversaw cashiers and met with Garda for deposits. Replaced all visual signs throughout store. Helped customers with online orders. Company restructured and cut my position.

Assistant Manager

Off Broadway Shoes - Lakewood, CO

May 2018 to January 2020

Customer service was inevident. Helped many find shoes, ordered different sizes for them online and through the register. Replaced stock as needed. Resnaked the brands for new shoes per season. Cleaned the store daily. Oversaw many employees per shift. Bank deposits, answered phones, ran register.

Shipping and Receiving Clerk

Shopko - Burlington, CO

August 2000 to May 2018

Started as cashier, moved to assistant manager then on to receiver. Learned all aspects of the business. Helped customers in all aspects. Ordered product, sent damaged merchandise back, accepted and unloaded semi truckloads. Worked register, answered phone, stocked shelves, made bank deposits. Oversaw several employees. Moved to Denver in 2018.

Education

Associate's degree in Business Administration

Barnes Business College - Denver, CO

Skills

- Microsoft Outlook
- Office Management
- QuickBooks
- Administrative Experience
- Management
- Shipping & Receiving
- Assistant Manager Experience
- Clerical Experience
- Data Entry
- Merchandising
- Supervising Experience
- Customer service
- Leadership
- Communication skills
- Store management
- Accounts Payable
- Accounting
- Bookkeeping
- General Ledger Accounting
- Accounts Receivable
- Payroll
- Account Reconciliation
- Bank Reconciliation
- Human Resources
- Pricing

Groups

The American Legion

February 1962 to Present

Volunteer my time with veterans and their families.