

Terri Kernan

2687 Comanche Creek Drive, Brighton, CO 80601 – 7204356719 – tkernan58@yahoo.com

Objective	Seeking a career in accounting or clerical position using abundant experience in many facets of back of business operations.
Experience	<p>Account Specialist Dish Network, Thornton, CO <i>June 2013 – May 2015</i></p> <p>Assisted customers with all aspects of their accounts such as billing, account changes, limited technical assistance and processing payments.</p> <p>Worked with customers in the loyalty department, attempting to keep them as customers rather than losing them to competitors, meeting or exceeding standards set.</p> <p>Helped with various round table discussions on how to enhance customer service.</p> <p>Cashier Home Depot, Brighton, CO <i>April 2011 – June 2013</i></p> <p>Assisted customers in processing orders at check out.</p> <p>Hired as a seasonal worker, but due to exemplary work was hired on full time.</p> <p>Frequently led cashiers in credit card applications as this was a focus of the position.</p> <p>Accounts Payable Clerk Salvation Army Divisional Headquarters, Denver, CO <i>November 2006 – September 2010</i></p> <p>Handled accounts payable accounts for multiple Corps, or regions of the country. Handled paying bills and verified whether bills should be paid or to withhold payment if there were problems.</p> <p>Trained multiple employees in accounts payable and how to process Corps. Assumed interim office manager duties for vacations and absences of management.</p> <p>Accounts Payable and Parks Clerk First Transit, Denver <i>May 2003 – November 2005</i></p> <p>As Parts Clerk, maintained mileage logs and paperwork, handled licensing issues with the State of Colorado for drivers and trained replacement clerk when promoted to Accounts Payable.</p> <p>As Accounts Payable, handled all non-payroll billing to maintain daily operations. Coordinated the purchase report and registrations on buses and other owned vehicles.</p>
Education	<p>Associates Degree Parks Junior College, Thornton, CO 1995</p> <p>Computer Science, Dean's List and Graduated with honors.</p>
References	References are available on request.

[Your Name]
[Street Address, City, ST ZIP Code] [phone] [e-mail]