

TRACI L. DEBLIECK
PO Box 26, Timnath, CO 80547
Cell: 720-771-5151
E-Mail: maven0613@gmail.com

OBJECTIVE:

I am seeking a position that will allow me to use my skills and experience in office administration in a friendly and professional environment. The ideal position for me will have a level of responsibility that will meet my need for challenge and growth. I am looking for an organization that demands excellence and professionalism and strives to be exceptional.

HIGHLIGHTS OF QUALIFICATIONS:

- Administrative Office Skills
- Customer Service and Support
- Full Charge Bookkeeper

Experience with Windows based applications including but not limited to QuickBooks, Windows 10, and MS Excel/Word

SPECIAL SKILLS:

- Excellent written and verbal communication skills
- Ability to work effectively with others
- Attention to detail
- Accustomed to high level of responsibility
- Ability to work independently

EMPLOYMENT HISTORY:

- Executive Administrative Assistant
- Customer Service Representative
- Full Charge Bookkeeper through Financial Statements

EDUCATION:

- Associate of Applied Science 1998
Bel-Rea Institute, Denver, CO
- Coursework in Accounting, Mathematics, English and other General Education 1994-1996
Aurora Community College, Aurora, CO

Employment history and references will be provided upon request.