

Charmaine Kerschion

Cover Letter:

To whom it may concern,

I am very interested to discuss possible opportunities within your organization. I think my background and experiences enable me to quickly adapt and help any corporation.

My resume is enclosed for your review.

I would be happy to have a preliminary discussion with you and the members of your team to see if we can establish a mutual interest. Thank you for your attention to these materials. I certainly look forward to exploring this further.

Very truly yours,

Charmaine Kerschion

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HIGHLIGHTS:

- Over ten years experience working in clerical positions
- Dedicated to providing Outstanding Customer Service
- Excellent work ethic, solid attendance, teamwork, and reliable.
- Flexible, I adapt to change, multitasking, and prioritize duties.
- Extensive experience working with the public over the years.

EXPERIENCE SUMMERY:

CUSTOMER SERVICE

- Answer questions, provide information, and complete necessary paperwork for auto rentals.
- Ensure availability of vehicles to meet reservations/upgrade as needed.
- Recognized for creating outstanding merchandise displays resulting in increased sales figures.
- Assist customers with selection, purchases, and care of optical supplies.

ADMINISTRATIVE SKILLS

- Familiar with the usage and basic maintenance of all office equipment.
- Oversee daily operation for optical business including scheduling.
- Answering phone systems, handle petty cash, ordering supplies.
- Support manager with the bookkeeping/administrative tasks in a retail establishment, Scheduling staff, employee record management, supply ordering, Record keeping.
- Enter information into computers to maintain accuracy of records and/ or database.
- Basic computer skills and able to quickly learn new programs as needed.
- Familiar with MS Windows, Word, Excel, Access, and PowerPoint.

CASH MANAGEMENT

- Compute sales prices, total purchases, receive and process cash and credit payments.
- Open and close cash registers, performing tasks such as counting money, Separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits.
- Prepare rental contract, total charges, and collect payment.
- Prepare reports for daily receipts, monthly figures, and bank reconciliation's.

ADDITIONAL INFORMATION

- Participate in a local community outreach projects.
- Assist individuals with housing, clothing, and daily needs.
- Provide referrals for additional services as appropriate.
- Escort and monitor school age children on fieldtrips.

WORK HISTORY:

PROPERTY MANAGER	Private Owner	Loveland, CO
RECEPTIONIST	Fred Reed Optical,	Albuquerque, NM
ASSISTANT MANAGER	Learner's Women's Wear;	Mesa, AZ
RECEPTIONIST	Dr. David Post MD	Albuquerque, NM
CUSTOMER SERVICE REP	Avis Rental Car	Albuquerque, NM

REFERANCES:

Available Upon Request

IN SUMMERY:

I have held a number of now associated forms of employment with periods of unemployment. I have done light typing, bookkeeping, filing, copy machine, adding machine, phones, light computer work, cash register, etc. I have worked in Property Management as well as Retail and other Customer Service Positions, Such as Learner's, as an Assistant Manager in Arizona and a Supervisor at Grand Central in New Mexico, and a Customer Service Representative for Avis Car Rentals. I have also been a Secretary in medical offices, and a cashier on and off all my life. Such as For Sack N Save Grocers,

and the Hilton Hotel in New Mexico.

I am seeking a stable work environment that will lend to my Interest and enhance my value in the competitive service and business industry. My mission is to actively support and provide a valuable benefit to the company and people I serve. My Primary responsibility is to deliver world-class customer service. I have strong interpersonal skills, I am a hard worker, learn quickly and have the ability to work well with others. I feel my interest, talent and enthusiasm will prove to be an asset to your firm. I am a very out going people person who is looking for a full time position and career. I endeavor to be the best in every aspect of business, I plan on taking a class to brush up on Excel, Outlook, Access and MS Office and PowerPoint. I am very willing to take any and all classes to obtain Certifications that may be required, and any others as needed. I want to learn and grow, so that I can be a more beneficial asset to your company as well as myself. I am available for work at any time. I look forward to meeting you.

Thank you for your time and consideration.

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