

Ann Keziah Hillier

Loveland, CO

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Professional Summary:

Dynamic and ambitious with 20+ years of professional experience. Looking for a challenging and positive work environment where my skills and expertise will be valued. Independent and also a valued team member, I am reliable and look forward to bringing a wide range of skills to the table.

Relevant Work Experience:

Administrative Assistant

Huff House Inn and Cabins - Jackson Hole, WY (2018 - 2019)

RL Davis, Inc. - Graham, NC (1990 - 2001)

- Fully proficient in Microsoft Office Suite and Quickbooks
 - Managed inventories and purchased supplies as needed
 - Managed accounts payable/receivable, E.O.D reports and audits
 - Developed and maintained customer database
 - Created and maintained organized filing systems
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Banking Industry:

Wells Fargo, teller I (2009 - 2014)

Bank of Colorado, teller II (2016 - 2018)

- Processed customer transactions swiftly and accurately
 - Sorted and distributed mail, processed mailed deposits and loan payments
 - Accountable for Cash Drawer balances, combinations, keys and confidential information
 - Provided exceptional customer service
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Hospitality Industry:

Franchise Owner/General Manager, Firehouse Subs (2005-2010)

- Successfully financed, built and opened a Firehouse Subs Franchise
- Grossed excess of \$800,000 in total sales annually
- Effectively hired and trained 50+ employees
- Upheld and maintained franchise and brand standards
- Supervised and managed employees in food preparation/sanitation and customer service

Education and Certifications:

Bachelor in Arts- Psychology and early childhood education

Elon University, Elon NC

Teller II training/certification
Colorado, Fort Collins CO

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