

Tamatha Harrington

970-832-2638

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Professional Summary:

Dedicated professional with a track record of success in delivering top notch customer service in a variety of environments and consistently meets deadlines and exceeds goals. Seeking a position with a company that can provide a challenging, learning experience.

Core Competencies:

- Excellent customer service skills
- Self-motivated with a strong work ethic
- Ability to work effectively with diverse personalities
- Task and results oriented
- Organized and achievement oriented
- Dedicated team player
- Excellent communication and interpersonal skills
- Effective time management skills

Work Experience:

Food Service

- Performed routine manual tasks in the preparation and serving of food and in cleaning and maintaining food service areas
- Collected diet orders and made sure the patient's food request were according to their diets
- Input patient's diet orders into the system for distribution of meals
- Supervised production methods and techniques to ensure quality and safety standards
- Maintained inventory and reported to supervisor what items to order

Flagging

- Colorado Department Of Transportation Flagger Certification (Current)
- Traffic Control
- Being observant of the surroundings at all time to insure of the safe movement of oncoming traffic
- Two-way radio contact with co-worker to facilitate traffic movement
- Utilized communication with other employees to ensure they were in proper position
- Attended monthly safety meetings and consistent use of Personal Protective Equipment
- Safely directed traffic through the construction site
- Assisted with clean-up duties around the work site

Bookkeeping

- *Responsible for the preparation and maintenance of all accounts payable and receivable, client invoices, bank statement reconciliation and expense reports*
- Compiled data analyzed and prepared state and local sales and use tax returns as well as property tax returns
- Prepared and recorded payroll made payroll deposits through EFTP and prepared quarterly federal and state payroll tax
- Perform general office duties, provide telephone support and maintain up-to-date confidential files

Related Work Experience:

Fantasy Ranch, Arlington, TX, **Waitress/ Bar Back: 2001-2008**

Goodies, Pueblo, CO, **Waitress: 1987-1990**

Andrew's Frozen Food, Pueblo, CO, **Accounts Receivable: 1996-1998**

CF&I, Pueblo, CO, **Traffic Control/Book Keeper: 1998-2000**

Labor Max, Loveland, CO, **Traffic Control/Flagger: 2012-Present**

References available upon request.