

Bonnie Mitchell

A multi-task entergic person with management and customer service skills

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Highly orgainized with over 12 years of expericence including but not limited to Hiring, Management,Supervision,Accountaning Adminstrative, and individual training. Excellent personnel Management skills demonstrated by strict time management, interpersonal skills, effective communication and presentation skills. Proficcate in excel system powerpoint and SAP systems.

WORK EXPERIENCE

Administrative Assistant

City of Port Arthur - Port Arthur, TX - March 2012 to October 2012

Worked closley with City Purchasing Manager to help manage and oversee department budgets. Performs Various clerical duties (making copies, file documents),Process invoices, post information to accounting ledgers. Peforms a varitey of routine and non-routine accounting activities in accounts receivable and other financial areas. Proficient skill in Excel (creating chart, formatting cells,) Powerpoint (change slide layouts, applying new presentation design and insterting images etc) for new vendors biding on projects for upcoming council meetings

General Manager/Sales Manager

RAC Acceptance - Port Arthur, TX - June 2010 to February 2012

I was responsible for overseeing and managing the store's day to day operations and performance. Manage all store operations to ensure that sales transctions, customer payments and collection activities were properly performed in accordance with the Company Policy and Operations Procedures and all applicable laws.

Interviewed and hire qualified candidates for postion openings as well as train and retain current staff on company polices.

Determine and or approved loan values base upon customers applicaton with stable job history and residence. Prepare and analyze daily, monthly and other company reports and communicate informaton necessary to various levels of management.

Direct,prioritize, delegate and supervise the work of all store employees.

Assistant Manager

Sun Loan And Tax Service - Port Arthur, TX - October 2006 to February 2010

Solicit for new or renewed customer business

Receive payments and post to customer accounts

Prepare and handle office deposits

Prepare and process applications

Perform collection activites on delinquent accounts by both written and telephone communications, and also by filed visits.

Maintain accurate filing and record-keeping for Audit purpose

Prepare and assemble reports fofr remittance and for branch records.

Assist with tax preparations with federal and state guidelines.

Assistant Manager

Check N GO - Port Arthur, TX - January 2006 to October 2006

Achieving account gain through proven loan judgement and effective customer solicitation
Ensuring prompt completion of payday loans
Maintaining office cash with accuracy and security
Collect on customer accounts through bank drafts and deposits.

EDUCATION

Criminal Justice, Nursing

Axia College, Stilwell Technical Center - Port Arthur, TX
2001 to 2006

diploma

Lincoln High School - Port Arthur, TX
1998 to 2001

SKILLS

General Manager, account payable, account management, customer service, excel, powerpoint, Sap