**Tella M. Haberstroh**

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|  | **PROFESSIONAL SUMMARY** |  |

Enthusiastic and personable professional with ten years experience committed to providing an exceptional level of service to the public. I possess excellent communication skills, patience and resourcefulness, as I am seeking a long-term position with the potential for promotions within the company. I am eager to gain more knowledge and take on challenges. Utilizing my friendly, upbeat, outgoing personality and customer service abilities with attention to detail, it would be my pleasure to be part of a team who promotes and maintains a positive working relationship with coworkers and affiliates.

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|  | **SKILL HIGHLIGHTS** |  |

Customer Service, Quick learner, Multi-tasking, Computer proficient, Answering multi-lined telephones, Microsoft Office, Inventory Control, Production, Financial balancing, Confidentiality, Filing and records maintenance, Invoicing, Purchase Agreements, Detail Oriented, Accounts Receivable, Accounts Payable, Shipping/Receiving, Sales/Shipping Assistance, Positive Work Ethic, Data Entry, Time management, Manual labor, Operating Equipment, Willingness to learn and grow to be a positive asset to Braun Northwest.

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|  | **PROFESSIONAL EXPERIENCE** |  |

**Cascade Hardwood Group, Chehalis, WA**

*Office Admin/Log Accountant, July 2016 – April 2019*

Customer Service, Document Management, Accounts Payable, Accounts Receivable, General Ledger maintenance, Shipping/Receiving support, Purchase Agreements, Purchase orders, Financial Balancing, Confidentially, Legal Contracts, Inventory Control, Ten-key, Account management, HR backup, Contract/Agreements preparation, Daily/Weekly/Monthly reports (financial, inventory, accounts maintence,etc.), Daily communication with supervisors, vendors, co-workers, Payment Reconciliation, Records Processing, etc.

 (**I do have a more detailed description of all roles and duties that I acquired & performed working at Cascade Hardwoods**)

**Northwest Hardwoods, Centralia, WA**

*Weigh Master/ Log Yard Office, June 2015 – Feb. 2016*

Weighing inbound log trucks loaded with logs, properly calibrating scales, identifying type of log truck, identifying the species of wood, data entry, Microsoft excel, sending emails of daily reports, assigning vendor contract numbers, determining how the company was purchasing the wood, manual labor, safely operating an industrial sweeper and water truck, mowing, weed eating, actively communicating with main office with the inbound inventory and deck assignments

**O’Blarney's Gibson House, Centralia,** **WA**

*Food & Beverage Service, Sept. 2014 – July 2015*

Muli-tasking in a fast paced environment while getting the job at hand accomplished in a timely and professional manner. Provided prompt, efficient, friendly, and quality service at all times. Successfully handled disgruntled customers. Took prompt corrective action whenever necessary to maintain the satisfaction and safety of all patrons and staff. Maintained a positive working relationship with fellow staff and management. Operated cash register and processed customer cash and credit card payments

**Haberstroh Properties, Chehalis, WA**

*Office Assistant/Manual labor, June 2005 – Present*

Collected and kept careful records of rental payments, Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information, Maintained the front desk and reception area in a neat and organized fashion, Made copies, sent faxes and handled incoming and outgoing correspondence as needed, Organized files, developed spreadsheets, faxed reports and scanned documents, manual labor and operating various equipment to maintain properties.