**Laura Blurton**

369 NW Chehalis Ave, Chehalis WA 98532

(360)269-4843 - ljblurton@gmail.com

**Professional Summary**

Focused individual, successful at multi-tasking and delivering prompt and friendly service to all customers. Maintains a positive attitude during peak hours.

**Skills**

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| * Customer service * High energy * Guest relations * Organized and efficient | * Thrives in fast-paced environment * Cash handling expert * Quick problem solver * Flexible schedule capability |

**Work History**

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| 01/2017 to 08/2018 | **Waitress**  ***Centerville Cafe*** – *Centralia*, *WA*  Demonstrated genuine hospitality while greeting and establishing rapport with guests.  Consistently provided professional, friendly and engaging service.  Resolved guest complaints quickly and efficiently.  Bussed and reset tables and kept dining room and work areas clean.  Inventoried and restocked items throughout day.  Supported all areas of cafe; kitchen prep work, washing dishes, and answering phone as needed.  Worked both opening and closing shifts, helping out wherever needed |

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| 08/2012 to 07/2018 | **Apartment Manager**  ***The Fink Building, Dale Fink*** – *Chehalis*, *WA*  Interviewed potential tenants & showed apartments  Collected rent & prepared deposits  Cleaned and maintained all common areas  Prepared vacant apartments for tenancy  Completed small repairs as needed including installing new outlets and switches and some simple plumbing  Handled all tenant grievances  Communicated regularly with Landlord regarding building status |

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| 09/2011 to 08/2012 | **Bookkeeper**  ***Bar-None, Inc.*** – *Centralia*, *WA*  Data entry into QuickBooks  Tracked all expenses by Job  Prepared Job Costing Reports for Management as needed  Prepared customer mailings for Office Manager |

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| 12/2006 to 05/2008 | **Office Manager**  ***TC Borden Underground, Inc.*** – *Tumwater*, *WA*  Processed all Accounts Payable & Receivable, Weekly Payroll & associated tax reports  Prepared Monthly, Quarterly, & Yearly Tax reports as needed  Communicated with clients & vendors regularly to keep business operations running smoothly |

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| 10/2002 to 08/2006 | **Accountant 3**  ***Lewis County*** – *Chehalis*, *WA*  Processed Accounts Payable & Receivable, and Monthly Payroll for Central Shop  Processed Parts & Fuel Inventory tracking & disbursement  Prepared Monthly Expenditure Reconciliation  Maintained Fixed Asset Listing & assisted with Year End Financial Statements |