IBLostToo@gmail.com

Cell: 206-913-9301

Objective:

Obtain a rewarding position with a public service orientated company that provides growth and career advancement opportunities.

Highlights

- Attention to detail
- Time management
- Results-oriented
- Cash Handling Experience
- Self-directed
- Dedicated team player
- Able to Lift and Move 50 lbs.
- Computer Knowledgable
- Resourceful
- Neat and organized
- Data Entry
- Carefully maintained sanitation, health and safety standards in all work areas
- Maintain a neat, well groomed appearance

<u>Experience</u>

H&R Block, Lisa Saffels (Office Manager) Rochester, WA

Cooks Hill Manor, Glen Scot (Kitchen Manager) Centralia, WA

KINX Adult Shop, Jennifer & Justin (Owners) Chehalis, WA

Tower Lanes, Brenda Zimmerman (Manager) Tacoma, WA

Clover Park SD, Kevin Scott (Director) Lakewood, WA

H&R Block, Kelly Wise (Manager) Lacey, WA

<u>Education</u> Clover Park Technical College Lakewood, WA AA: Accounting GPA 3.46

- Works well with teammates
- Invites coaching from the management team
- Developed highly empathetic client relationship
- Viewed, and protected, information sensitive client documents
- Verfied cash in safes
- Counted till bags, followed with data entry into Excel
- Created "fresh" till bags
- Weighed Pull Tabs and entered daily data sales to create reports
- Data entry of Daily Cash Sales into Quickbooks
- A/P entries into Quickbooks

December 2019-April 2020 (continued) Senior Tax Specialist

August 2019- December 2019 Lead Cook

June 2019- August 2019 Store Manager

July 2017- June 2019 Cash Manager

September 2010 – December 2016 April 2017- August 2017 Food Service 1

January 2010 – April 2014 Tax Preparer