

SHENAE RIVERS
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OBJECTIVE

To obtain a position that will utilize my computer knowledge, strong people skills, organizational abilities, business experience and entrepreneurial spirit.

WORK EXPERIENCE

FlashCourse, INC. (mobile app)(2019)- Content Creator

Self Employed Certified Personal Trainer (2011 - Present)

Certified Health Coach (2017 - Present)

Certified Notary Public (2019 - Present)

Insurance Producer (2019 - Present)

LOIs: Life, Health, Property, and Casualty

Resident License in Iowa

Non-Resident Licenses in 11 States

Title Services, INC. - Typist (September 2018 - April 2019)

- Abstract typing

Wiley Transfer Moving and Storage Castroville, CA (2008-2017)

- General IT support
 - Installing and configuring computer hardware, software, systems, networks, printers and scanners
 - Monitoring and maintaining computer systems and networks
 - Responding in a timely manner to service issues and requests
 - Providing technical support across the company
 - Setting up accounts for new users
 - Repairing and replacing equipment as necessary
 - Testing new technology
- Various Warehouse Duties
 - Forklift operator
 - Shipping/Receiving

- Sales
 - Conducting in-home estimates
 - Selling moving jobs
- Office Assistant
 - Proficient in MS Office
 - Reception
- Bookkeeper
 - Operate computers programmed with QuickBooks software to record, store, and analyze information
 - Reconcile records of bank transactions
 - Prepare bank deposits by compiling data and sending cash, checks, or other forms of payment to banks
- Payroll
 - Process paperwork for new employees and enter information into the payroll system
 - Prepare and process payroll information
- Accounts Receivable
 - Invoicing
 - Send monthly statements
 - Process invoice payments
 - Collection calls
- Accounts Payable
 - Process vendor payments

EDUCATION

Western Governors University (2020 - present) - Studying computer science

University of California Berkeley Extension (2016 - 2017)

Monterey Peninsula College Monterey, CA (2015 - 2016)

Hawkeye Community College Waterloo, IA (2003)

SKILLS

Light JavaScript, HTML/CSS skills, Sales Experience, Licensed Insurance Producer, QuickBooks, Forklift Certified, Microsoft Word, Microsoft Excel, Call Center, Independent Contracting, Remote Work, Service Industry, B2B Sales, The Ability to Think.