**Melanie Zamora**

Everett, WA 98201

[Melaniedz1970@gmail.com](mailto:Melaniedz1970@gmail.com)

425-583-5080

Authorized to work in the US for any employer

**Skills:**

* Administrative Experience
* Outstanding ability to communicate with others
* Handle confidential accounts and clients
* Office Management
* Accounts Payable
* Accounts Receivable
* Account Reconciliation
* QuickBooks
* Teaching
* Bartending

Work Experience:

**Preschool Office Manager:**

**Prince of Peace Lutheran Preschool- Everett, WA**

**July 2008-Present**

Data entry, reconcile bank statements, making bank deposits, receiving tuition/registration money in all forms of payments, pay bills and record minutes for our monthly meetings. I also complete the monthly schedule and planning for the teachers, as well as put together all of the supplies needed to complete their curriculum and projects. I receive confidential information from the Preschool and Church. I also am an assistant teacher and if needed I teach the class.

**Bartender/Server:**

**The Keg Steakhouse and Bar-Lynnwood, WA**

**October 1998-July 2008**

As a bartender I made drinks for all the employees and also had a full bar of guests that I served.

I was in charge of my own till. I did management and bookkeeping when other managers were absent.

**Bartender/Server:**

**The Olive Garden-Everett, WA**

**July 1993-October 1998**

Same as The Keg

**Server:**

Perkins Restaurant and Bakery-Coeur d’Alene, Id

April 1990 to July 1993

**Education:**

High School diploma in Basic High School Studies

Cascade High School-Everett, WA

September 1985 to June 1988