

Denea Ransom

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EXPERIENCE

Center Township Trustee, Indianapolis — *Bookkeeping Clerk*

2012 - PRESENT

- Financial and administrative support to the accounting team.
- Receiving, verifying and recording invoices from vendors and clients
- Respond to requests made on telephones, emails, or faxes as deemed appropriate.
- perform data entry of invoices and record payments in accounting management information systems
- Ensure that records are properly filed, and that the filing system is kept running and efficient.
- Perform research work provided by superiors and make comprehensive notes accordingly.

Minnetrista Museum, Muncie — Visitors Service Assistant

2015

- Retrieved messages from voice mail and forwards to appropriate personnel.
- Answered incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or departments.
- Takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Welcomed on-site visitors, determines the nature of business, and announces visitors to appropriate personnel.
- Monitored visitor access and authorizes access to the operation's floor when required. .

EDUCATION

Warren Central Highschool, Indianapolis

June 2013

Core 40 Diploma

SKILLS

HTML/CSS

JavaScript

Bookkeeping/ Admin

Client Account Management

Data Entry