

Objective

Motivated, personable business professional with a successful track record of profitable small business co-ownership, and team employment. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports and meeting guidelines with a determination to consistently achieve success.

Skills

Microsoft, Typing, Management.

Work Experience

Co-Owner III

ABC Corporation - September 2000 – July 2003

- Establishes and maintains relationships with individual or business customers or provide assistance with problems these customers may encounter.
- Processes sales and maintain cash drawer.
- Collects, counts, and disburse money, do basic bookkeeping, and complete banking transactions.
- Submits delinquent accounts to outside agencies for collection Verify attendance, hours worked, and pay adjustments Process and issue employee paychecks and statements of earnings and deductions.
- Compiles employee time, production, and payroll data from time sheets and other records.
- Completes time sheets showing employees arrival and departure times.
- Prepares and balances period-end reports, and reconcile issued payrolls to bank statements.

Co-Owner

Delta Corporation - 1997 – 2000

- Developed a business plan utilizing entrepreneurial skills gained in my youth Maintain bank-owned properties across southern New Mexico Compile and.
- Key Responsibilities Primary functions involved planning, money management, marketing, purchasing, inventory, and product sales Aware of market size.
- Develop marketing strategies to reach new and existing customers Increased sales by 5% in 2001 Increased sales by 10% in 2002.
- Aftermarket installation Install mobile audio/video.
- Set appts, employee schedules, assist with bookkeeping, payroll, bid jobs, working in the field which consist of loading and unloading equipment.
- Loyalty is the biggest impact Skills Used Great customer service skills, how to run a small business, the importance of being prompt and meeting a deadline.
- Oversaw all accounting, payroll, and advertising Routinely used Microsoft Office for documentation Trained, hired, and counseled and advised.

Education

Bachelor's in Arts- (OPP HIGH SCHOOL - Opp, AL)