

Annette Gaul

IRC Cashier

Corona, CA
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I am a results-oriented, quality driven team leader, analytical problem solver with excellent qualifications in supervision. I have demonstrated success in implementing processes which have improved quality, and profitability. Successfully developed and maintained programs and relationships with customers while working within the parameters of financial and operational requirements. I possess strong leadership skills and abilities with a proven capacity to build a productive working team. I have the ability to Supervise, lead, train, schedule, and coordinate the daily activities of employees utilizing released processes and procedures and maintain a safe secure work environment. I maintain an excellent relationship with customers and coworkers by conveying a positive and professional attitude and appearance at all times and insuring the mission, vision, and values are understood by all.

Highlights

General ledger accounting aptitude Problem resolution
Complex problem solving Self-starter
Strong communication skills Microsoft Office
Expert in customer relations Employee training and development
Effective time management
Authorized to work in the US for any employer

WORK EXPERIENCE

Life Insurance Agent

American Income Life - Ontario, CA - November 2014 to June 2015

Responsibilities

Made appointments to meet with people in their homes to go over their life insurance needs. Worked on a computer program to sign people up then did paperwork.

IRC Cashier

Orange County Sheriff Department - Santa Ana, CA - November 1997 to April 2014

Responsible for the verification and balance of the cash drawer before each shift change.

Authority to collect all cash to be distributed to current inmates.

Maintain an on going receipt log for all cash received Receive and log all cash, check or money orders for inmate bail after bail has been established Trained and authorized to receive bonds from bond agents or family members.

insure all family member's are finger printed and ID's confirmed after acceptance of inmate bond Insure all bonds are correct and cleared before issuing a receipt with all bond information Check and insure accuracy of information before forwarding to the records department for processing the release.

Verify and issue receipt for money orders from inmates.

Once money is verified I post the full amount to the inmate's ledger.

Responsible for releasing monies to inmate's by first verifying their booking number and birthday.

Accurately research receipts for requesting Sheriff deputy.

Customer Service/cashier Supervisor

ANAHEIM - June 1989 to December 1996

CA

Built and strengthened a cooperative working relationship with all customers and employees.

Acknowledged by Management as being instrumental in maintaining a positive customer relation.

Supervise 15 Customer Service/cashier employees Interface daily with customers and management.

Plan, direct, and coordinate the Customer Service operation.

Set priorities and allocate manpower based on schedules, to meet all company goals.

Review and authorize any change of employee status such as hire, terminate, appraise or transfer.

EDUCATION

No degree in Business Administration

University of Phoenix - Ontario, CA

2007 to 2009

High School Diploma in High School

Bolsa Grande - Garden Grove, CA

1988 to 1992

SKILLS

10 key