

PATRICK SACHLEBEN
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Objective

Work in an environment where continuous self-improvement, dedication, and reliability are encouraged.

Skills Summary

- Proficient communication skills
- Proficient organizational skills
- Excellent money counting ability
- Good minor equipment repair/troubleshooting skills
- Proficient with QuickBooks payroll/employee tracking
- Excellent at inventory/supply management (product components, packaging, office supplies)
- Proficient in accurate data recording/entry
- Proficient at food preparation and packaging

Employment History

Manager

7/1997- Present

Dairy Queen, Columbus, IN

Manager of business accounting, payroll, and inventory

Education History

Accounting – Ivy Tech, Columbus IN

1 Year of College or a Technical or Vocational School

Intend to enroll with Ivy Tech for Computer Sciences courses

**References available on request*