**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**

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| --- | --- |
| **Manager 7/1997- Present**  Dairy Queen, Columbus, IN  Employment Type: Full Time (30 Hours or More)  Manager of business accounting, payroll, and inventory | 07/1997 – Current |

**Education History**

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| --- | --- |
| **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* |  |
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