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| aAAAAa  fF | | | | | | April Fuller  P.O Box 58 Mosheim, Tn 37818 | | | | |
|  | | | | | | Bookkeeper / Office Manager | | | | |
|  | | | | | |  | | | | |
|  | 423-470-9546 | | |  |  | | | | | | | |
|  | arfuler579@gmail.com | | |  |
|  | Mosheim Tennessee USA | | |  | I am a hardworking, self-motivated, individual that is always eager to learn. I have 20+ years of work experience and currently looking for a stable support position with room for growth.  **Experience**  Administrative personnel task include opening and closing a store. Various other administrative duties. The primary responsibilities include assisting with customer service, stocking, money handling, ensuring the store was well maintained and managing the alarm system.  Preformed detailed laboratory analysis on wastewater samples from wastewater plant, including process control tests and quality control tests. Provides tests and analysis on local streams, river water and on effluent from industrial plants assist with the operation of a water or wastewater treatment facility. | | | | | | |  |
|  | Skype – A.Fuller | | |  |
|  | **Key Holder**  **2019 – 2021**  **Dollar General**  **Greeneville, TN**  **Lab Tech**  **2017– 2020**  **Town Of Mosheim**  **Mosheim, TN** | | |  |
|  | **Office Manager**  **2014 – 2017**  **Hamblen Neuro-Science Center**  **Morristown, TN**  **Bookkeeper**  **&**  **Office Manager**  **1998 - 2016**  **East TN Repair Service**  **Greeneville, TN** | | | |  | | .  Responsible for all financial aspects of the business, such as billing, banking, and accounting, ensure staff use the correct coding when designating the diagnosis or results of procedures used. Oversee administrative staff consisting of medical receptionists, billing, and medical records technicians.  *Customer Service, Data Entry, Accounts payable & receivable, Schedule Appointments*  Handled all company financial records, reconcile bank statements; update the trial balance; manage the profit-loss statement and balance sheets; manage payroll and receive requests for materials and equipment for the company. Handled purchase orders, review invoice list prices; made necessary pricing adjustments and complied reports to show information and statistics.  *Accounts payable & receivable, Data Entry*  *Management, State and Federal Business Reports* | | | | |  |
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