

Seasonal PT Guest Services Employee Seasonal PT Guest Services Employee Seasonal PT Guest Services Employee - Festival Fun Parks Ephrata, PA Work Experience Seasonal PT Guest Services Employee Festival Fun Parks - Lancaster, PA April 2019 to Present Sells tickets, helps guests and answers questions, also works at entry and re-entry gates. Temporary Worker Kelly Services - Lancaster, PA October 2018 to Present I am not currently working on an assignment, but I am still registered with Kelly and open to receiving assignments. I occasionally check in with Michele. Works temporary assignments, that match skills and education, as they became available. Last assignment: Administrative Assistant for Lendmark Financial Services #185, Lancaster, PA P/T HR Database Manager Mid-Atlantic Collision Repair Organization - Ellicott City, MD February 2013 to April 2016 Managed the company's HR database of potential employees. Coordinated matching employers needs with skilled potential employees Communicated with potential employees about new position openings via email and phone Collected personal information from potential employees and then deciphered/paraphrased the data and entered it into the company HR database Communicated with and directed any questions or concerns to upper management Maintained the company HR database by making changes as needed and keeping data current Accounts Payable Administrator Protech Mechanical Contractors, Inc - Landisville, PA March 2015 to August 2015 In charge of Accounts Payable for a company in the fire sprinkler, plumbing, and HVAC industry. Received, coded, and entered invoices Communicated and interacted with the Company President and Vice Presidents, Project Managers, and Vendors as needed Set up accounts payable for payment bi-weekly, including printing and mailing of checks, and paying some vendors with company credit card Reconciled credit card payables monthly Researched as needed in order to resolve discrepancies on vendor statements and accounts payable Administrative duties including: sorting, copying, faxing, scanning, and filing as necessary Entry Level Bookkeeper, Resource Management Services Company Lost Major Accounts - Ellicott City, MD October 2013 to May 2014 Assumed bookkeeping duties for automotive bodyshops in the MD, DC, and VA areas. Reconciled bank accounts, credit card deposits, petty cash, AR, and AP Troubleshoot problems related to discrepancies in vendor statements and accounts payable

Entered bills and sat up checks      Made appropriate monthly journal entries including accrual accounting      Reviewed work performed by client's administrative assistants, and performed other projects and research Account/Customer Service Representative Denver Cold Storage - Denver, PA October 2006 to July 2012 Managed one of the company's largest and most complex accounts along with others.      Entered inbound orders received via phone, email, fax, and EDI      Processed picksheets received from the warehouse, made changes to orders, and posted shipments      Looked into and followed up on all customer inquiries and problems via email and by phone      Prepared for month-end (investigated aged orders, resolved any problems, and sent reports)      Maintained database of customer acct./ contact info., and pulled inventory data for the warehouse      Processed mispicks/credit memos received from the customer and made inventory adjustments      Recorded daily cuts on orders and sent a weekly report to the Warehouse Manager      Made any other miscellaneous adjustments to inventory as needed Education Bachelor's in Business Administration: Management Millersville University - Millersville, PA Skills Customer Service, Guest Service, Front Desk, Administrative Assistant, Supervisory/Leader, Accounts Payable, Cash Handling, Register, Cashroom, Vault, Bookkeeping, Bank Deposit, Detail Oriented, Organized, General Office, Prioritize, Time Management, Database Management, People Skills Additional Information \* Very accurate data entry in turning out quality work the first time \* Organized and detail-oriented \* Strongly skilled in time management, prioritizing tasks, meeting deadlines, and working ahead \* Patient listener and good communicator with good follow through \* Cooperatively works with others to produce and deliver required work but also works well independently \* Experience with: Word, Excel, Quickbooks, EDI, Foundation, and other specialized intercompany software \* Experience: Accounts Payable 5 mos., Bookkeeping 8 mos., Customer Service 15 yrs., Supervision 5 yrs., and Management 3 yrs.

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