

# Alicia L. Mosby

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## Career Objective

I am interested in growing with an experienced and professional company focused on exceeding customer expectations.

## Education

Portland Community College  
Associates of Art

GPA: 3.45

Portland, OR  
September 2011-Current

## Skills

Organizational: invoices, cash handling, billing, excellent time management  
Customer Service: active listener, courteous, respectful, patient, attention to detail  
Software: Word, Excel, PowerPoint, Keynote, Presentation

## Work Experience

### Customer Billing

July 2012-October 2012

### Aire-Master

Tigard, OR

- Collected Payments and Accounted for business cash flow (Ten Key Calculator, Excel)
- Calculated, Formatted, and Distributed invoices for small business
- Verified, Provided, and tracked sales goals for sales team.
- Organized and managed company records.

## Team experience

### Volunteer

February 2008-August 2011

### Upward Youth Center

Lake Oswego, OR

- Provided counseling and assistance to troubled teens
- Organized and managed youth performances (ages 3-5) and props
- Assisted with set up, price tagging, and break down of fundraising activities
- Provided cooking and cleaning services for large group of volunteers.

### Volunteer

June 2009-June 2009

### (ODS) Out Door School

Hillsboro, OR

- Assisted with Management of a group of fifteen girls
- Provided activities and time management to facilitate inclusion and a positive experience

## References

Peterson, Beth  
Employer

Tigard, OR 97224  
503-579-1767

Brianna Nix  
Friend

Tigard, OR 97224  
503-730-4961

Miki Chong  
Co-worker

Tualatin OR 97062  
503-890-5349