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|  | Objectives  To obtain an office position with a challenging environment where there is advancement is available. I am looking for a business where I am able to work as a team with others or individually if necessary, and strive to keep the business thriving.  **Education**  Associates Degree Accounting (August 2012)   * President’s list x’s 5 * Dean’s list x’s 2 * Outstanding Scholastic Achievement (3.91 GPA) * Model Student * Perfect Attendance x’s 3   Experience  **Externship** – American Family Insurance, Supervisor Michael J. Lesenne and Polly Ollison (503) 786-0333 (May 2012 – August 2012)   * Light billing concerning customer accounts, and payments * Transaction of physical and phone payments * Answered phones * Filing * Used computerized systems to enter, retrieve, and review data * Performed general office duties * Customer service   Restaurant Management – Previous employment with Wendy’s (phase I & II training store), Burger King, Kentucky Fried Chicken, Mc Donald’s, and Pizza Hut. (1990 – 2001)   * Supervised 3 to 12 employees hired and trained. * Performed general office duties * Management experience 10+ years * Customer Service experience 10+ years * Cash handling skills 10+ years * Inventory and purchase orders 10 years * Schedule writing * Trained fast track management * Ran store meetings and individual job assessments   Skills Other Job Related Experience   * Microsoft Excel Homemaker * Microsoft Word Sunday School Teacher * Multi-line phone systems * Peachtree Software * Ten Key data entry (5192 kph, still practicing to improve) * Typing (40 wpm) * Windows * Word PowerPoint * Word Spreadsheets * Quick learner * Team player * General Accounting (ledger & journal) * Invoices * **References: Available upon request** |
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