**Kevin M. Simons**

1635 NE Couch St.

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**QUALIFICATIONS**

Independent thinking and organized professional with experience in multiple areas including operations management, customer service, purchasing, accounts receivable and technology. Major strengths include excellent written and oral communication skills, ability to multitask, computer savvy, organizational skills, attention to detail and ability to work independently.

**Professional Experience**

**West Coast Bank – Portland, Oregon February 2012 - Present**

**Vault Teller**

• Provide excellent customer service while protecting highly personal and confidential information

• Anticipate weekly cash needs and coordinate deliveries

• Process deposits, withdrawals and wire transfers from a variety of businesses and consumers

• Open new accounts while following a strict Customer Identification Program

• Investigate and respond to customer inquiries via email, telephone and in person

• Auditing past work to ensure compliance with company standards

**Kever Printing & Promotions - Columbus, Ohio July 2004 - December 2011**

**Office Manager**

• Typeset, proofread, edited and gave final authorization to begin the print process for each order

• Determined inventory requirements, purchased materials, and ensured timely delivery from a variety of suppliers

* Invoiced and filed completed orders

• Established and maintained relationships with a wide range of customers, from assistants to vice presidents

• Oversaw pricing, credit terms, monthly budgets and accounts receivable

* Processed incoming orders and created work orders
* Monitored the production of printed goods through all steps of the print process

**Education**

**Ohio University – Athens, Ohio 2000-2007**

• Bachelors of Business Administration, General Business Major

• Major GPA of 3.168

**Skills**

• Proficient in Microsoft Office Suite

• Proficient in Adobe InDesign, Photoshop, Acrobat and Pagemaker

* Advanced computer literacy, including the ability to troubleshoot most hardware and software issues