**Trina Dittmer**

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**Objective**

To secure a full-time clerical or administrative position in a company where my skills may best be utilized and where I can actively contribute to the organization.

**Business Skills**

|  |  |
| --- | --- |
| * MSOffice (Excel, Word, Outlook, PowerPoint) | * Proficient in Data Entry / Typing |
| * Accounts Payable/Receivable | * Efficient Time Management Skills |
| * Solid Customer Service Skills | * Strong Written/Verbal Communication Skills |
| * Professional interpersonal and telephone skills | * Supervisory experience |
| * Dependable employee with solid work ethics | * Scheduling |

**Work History**

2010 - 2012 **Rite-Aid** – Ashland, OR (*Senior Cashier*)

Cashiering, Customer Service, Stocking Shelves, Training

2006 – 2007   **Michael’s** – Hiram, GA (*Front End Supervisor)*

                       Supervision of Cashiers, Customer Service, Cashiering, Stocking Shelves

2004 – 2005 **Back in Time** - Douglasville, GA (*Store Manager)*

Supervision of staff, scheduling, customer service, training, inventory control, receiving, visual merchandising, cashiering.

1997 – 1999 **BPS -** Pleasanton, CA **(***Administrative Assistant/Dispatcher)*

Supervision of staff, workflow management, customer service, dispatching, accounts payable/receivable, training, data entry, collections, account management, word processing, shipping, scheduling, inventory control, general office.

1991 – 1993 **Color Media** – Livermore, CA **(***Administrative Assistant/Receptionist)*

Typesetting, telephones, account management, appointment scheduling, collections, accounts payable/receivable, data entry, word processing.

1988 – 1989 **AT&T** – Pleasanton, CA **(***Office Assistant)*

Word processing, filing, scheduling, telephones.

1986 – 1988 **Crown Books** – Dublin, CA **(***Retail Clerk)*

                         Customer Service, Cash Register, Stocking Shelves, Sales, inventory.

**Education**

San Francisco Conservatory of Music              Vocal Major

Diablo Valley College              General/Music Major