**Diane Walton**

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**Admin/Accounts**

Self-motivated individual with an extraordinary track record and accomplishments, strong work ethic, and intense desire to succeed. Exceptional interpersonal skills; easily establish rapport identify decision-maker and cultivate productive business relationships. Adept at prioritising, multi-tasking and meeting deadlines. A natural leader, skilled in motivating others through positive example. Strong athletic background has provided drive and determination to win, a competitive spirit, collaborative team skills, and confidence to tackle new challenges. Skilled in collaborating with stakeholders on many levels, analysing information and systems, and effectively communicating in both oral and written forms. Excellent problem solver with strong communication, interpersonal and decision-making skills resulting in ability to earn confidence and support of members and top management.

**Areas of Expertise**

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| --- | --- | --- |
| * Account Management | * Administration & Organisations | * Remittance Management |
| * Financial Accounting | * Recording Management | * Sales/Ledger Management |
| * Strategic & Tactical Planning | * Cash Management | * Process/Performance Management |

**Experience Highlights**

**FURNESS & sOUTH cUMBERLAND sUPPLY aSSOCIATION LTD, Broughton-In-Furness, Cumbria,** 1996 to Present

**Accounts Clerk**

Perform administrative tasks such as answering phones, faxing, taking messages, and sending/replying to emails. Assist with record management by filing, scanning, and maintaining documents, including memos, letters and reports. Archive all Payroll and Job Cost files in accordance with company’s archival procedures, including, maintaining accurate records in accordance with company procedures and policies. Monitor accounts and track transactions to ensure up-to-date payments. Examine, proofread, and compare records to efficiently operate database system. Prepare and post daily receivables from contracts and balance totals to Sales Ledger, opening and closing accounts, maintaining daily deposits and post-dated check inventory for multiple accounts.

***Key Accomplishments:***

* Review all final statements for accuracy, make necessary corrections and mail sales contracts to clients in a timely manner.
* Investigate discrepancies by communicating with various departments and agencies in order to resolve and make any necessary corrections to accounts.
* Spearhead overall aspects of purchase, such as inputting invoices onto computer system, paying them, filing, and balancing remittance advices.

*Additional Experience as* ***Clerical Assistant*** *at* ***Sellafield Design Services*** *and* ***British Nuclear Fuels plc.***

**Education & Credentials**

**Text Processing Part 1 Distinction**

**RSA Diploma in Office Procedures Level 2\*|** TNS Youth Training Scheme, Whitehaven

**\****National Vocational Qualification in Business Administration*

**JHP Sumlock |** Youth Training Scheme, Whitehaven

**Technical Proficiency**

Microsoft Windows, Word, Excel, Formtool & various inhouse systems, including Datafile