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KATHERINE J. PHARIS

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KJP DEALZ ENTERPRISES

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**EXPERIENCE:**

**20 YEARS OF RETAIL SALES MANAGER**

**10 YEARS OF MEDICAL**

**15 YEARS OF OFFICE MANAGER AND ADMINISTRATIVE ASSISTANCE**

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**Objectives**

I am retired and would like to work from home part time only. I am seeking a position with an area business utilizing my varied and extensive skills.

Education

WILDWOOD HIGH SCHOOL

***GRADUATED 1981***

BUSINESS EDUCATION, ORLANDO, FL. CERTIFICATE 1975 TO 1985 FOR CUSTOMER SERVICE

LAKE/SUMTER COMMUNITY COLLEGE FOR MEDICAL TERMINOLOGY GRADE 3.0 **DONE 1983**

**Experience**

**PENSKE TRUCK LEASING|**

**ADMINISTRATIVE CLERK *2002 TO 2010***

**Skills**

· MY JOBS DUTIES INCLUDE ALL OFFICE FUNCTION WHICH INCLUDE:

· BILLING, PURCHASE ORDER, PEMS, WARRANTIES, REPORTS, TIRE INVENTORY,

· PAYROLL, DATA ENTRY, PHONE WORK, FILING, ACCT RECEIVABLE, PAYABLE,

· CUSTOMER SERVICE.

**GOODYEAR COMMERCIAL TIRE SERVICE CENTER:**

**OFFICE MANAGER 1998 TO 2002**

**SKILLS:** SAME AS ABOVE

**NATIONAL EXAMINATION SERVICE, CORP**

**CUSTOMER SERVICE 1997**

**SKILLS: CALL CENTER, CUSTOMER SERVICE, RETRIEVING MEDICAL RECORDS FROM HOSPITAL, DOCTORS OFFICES, ETC FOR INSURANCE PURPOSES**

**COMMENT:**

**I ALSO HAVE 10 YEARS AS MEDICAL AND 20 YEARS RETAIL SALES MANAGER**

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