

Frank Welch

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Home 860-443-1123

Objective

A position as a financial assistant with a company offering the possibility to advance in responsibilities.

Office Skills

PC literacy includes standard Microsoft Office software.
Able to adapt to or learn any new software.
Familiar with Quickbooks and Peachtree accounting software

Experience

Legends Limousines Service, East Lyme CT

Office Manager, 2001-2010

- Managed accounts payable, accounts receivable and payroll departments.
- Resolved accounting issues regarding invoicing.
- Monitored and recorded company expenses.
- Administered online banking functions.
- Maintained all personnel files for company's 25 employees.
- Resolved customer complaints via phone or e-mail.
- Processed client reservations via phone and internet.
- Managed the interviewing, hiring, training and performance evaluations of chauffeurs.
- Scheduled daily dispatch of chauffeurs.
- Placed orders for office supplies, equipment, and services.

American Power Conversion, West Kingston RI

Quality Control Technician, 1995-2001

- Performed extensive computerized testing on uninterruptable power supplies and related components, to determine functionality.
- Performed visual inspection to ensure units were free of cosmetic defects and contained the corresponding diagnostics, software, memory boards and numerous parts.
- Monitor assemblers to ensure units are assembled according to specifications on the In-Process check list.

Education

Associate Degree, Accounting
Three Rivers Community College, 2008