Terryn Reineke

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Profile

Motivated, personable business professional. Talent for quickly mastering. Diplomatic and tactful with professionals and non-professionals at all levels. Demonstrated history of producing accurate, timely reports. Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

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| --- | --- | --- |
| * Report Preparation * Written Correspondence | * Computer Savvy * Customer Service * Scheduling | * Accounting/Bookkeeping * Front-Office Operations * Spreadsheets/Reports |

Professional Experience

Customer Service/Marketing/Problem Solving

* Oversee front-office operations and provide impeccable customer service:
* Develop and implement strategic marketing plan for business:
* Create special promotions, write/design print and outdoor advertising, and coordinate all media buying.

Organization

* Manage all aspects of day-to-day :
* Facility maintenance.
* Scheduling.
* Finances: accounts payable/receivable, invoicing, insurance billing, budgeting.

Employment History

*Pennsylvania Steel Company*  
Front Desk Receptionist   
December 2011 – January 2012

* Answer Multi-Line Phones
* Filing
* Data Entry
* Knowledge of Manufacturing Parts

*Sponge Brothers Car Wash & Lube*  
Front Desk Receptionist / Assistant Manager  
August 2010 – December 2011

* Answer Phones
* Excell Spread Sheets

*Bj’s Wholesale Club*Cashier  
March 2010 – June 2010

* Handle Cash Register
* Greet Customers

*Cracker Barrel*

Retail Associate

August 2009 – March 2010

* Stock Shelves
* Place Orders

*Milford Board Of Ed*

Lunch Aide

August 2009 – April 2010

* Help Children With Lunch
* Keep An Order In Lunch Room

*Aeropostale*

Sales Associate

February 2009 – May 2009

* Answer Phones
* Stock floor

*X-Pect Discounts*

Supervisor/Lotto

May 2008 – January 2009

* Manage Other Cashiers
* Handle Customer Disputes

Education

Platt Tech, Milford, CT Colorado Technical University Online

CADD, High School Diploma Medical Admin.

August 2004-June 2008 January 2010 - Present

GPA 3.521 GPA 3.000