

NORA E MOTA

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RED OAK, TX 75154
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Career Objectives

To work in a pleasant, reputable company that offers a full time position and opportunity for advancement.

Summary of Qualifications

Highly organized skills, customer service managerial skills and courteous phone mannerism. Experience in Excel, Microsoft Office, QuickBooks, Ten Key. Bilingual in Spanish

Work History

Sitco Lumber Company, Lancaster, Texas

FRONT OFFICE RECEPTIONIST / ACCOUNTING ADMIN

Jul 20, 1998 - Jun 15, 2018

Answering phones, filing, scanning, faxing orders to customers, ordering office supplies, opening daily mail and distributing to each department, customer service and greeting visitors. Accounting: All accounts payable and receivable, entering supplier invoices, getting all company invoices ready for payment, preparing customer statements, receive and post all payments, collections for all past due payments, reconcile bank statements and payroll for all employees.

Education

Wilmer-Hutchins High School, Hutchins, Texas

High School Diploma/GED

Computer Skills

- Accounting Software (Peachtree, Quickbooks, etc)
- EMail Software (Outlook, Thunderbird, etc)
- Internet Browser (Internet Explorer, Firefox, etc)
- Peripheral Devices (Scanners, Printers, etc)
- Personal Computers
- Spreadsheet Software (Calc, Excel, etc)
- Word Processing Software (Word, WordPerfect, etc)

Language Skills

English - Excellent (Read Write Speak)

Spanish - Excellent (Read Write Speak)

Driver's License

Class C - Standard Driver's License

References

Ladonna Shatzer

Office Manager
(214) 251-6707

Tony Jackson

General Manager
(214) 728-6449