**MELISSA MADRIGAL**

203 Garden Valley LN, Red Oak, TX 75154 │Cell: 4695692940│LoganMathhew713@gmail.com

**Professional Summary**

I am a hardworking and highly motivated individual who is seeking an entry-level position with your company.

As an assistant general manager with more than seven years of experience, I have an in-depth knowledge and hands on experience with accounting that you are looking for. I have strong organizational skills and planning skills that enable me to be successful in many different areas. I am focused on accuracy and precision in all tasks. I am a proactive problem solver with any issues that arise. I am looking for an opportunity to prove myself..

**Skills**

* Exceptional organization
* Ethical approach
* Leadership Experience
* Superior attention to detail
* Decision making ability
* Expertise in invoice and payment transactions
* Clear communication skills

* Job training expertise
* Time management
* Conflict Resolution
* MS Office proficiency
* Meeting deadlines
* Staff developing
* Multitasking

**Work History**

**Assistant General Manager March 2008 - Present**

**Moore Chicken Inc.** – 795 N. HWY 77 Waxahachie TX 75165

* Maintain 100% accuracy in calculating discounts and pricing for local schools, businesses and churches.
* Monitored payments due from clients and promptly contacted clients with past due payments
* Created daily and weekly cash reports for accounting management
* Supervising and scheduling over 40 employees
* Reconciling costumer complaints and discrepancies
* Supervising invoice processing, purchase orders, expense reports, credit memos and payment transactions.
* Filed and address employee complaints in accordance with the company policies and government regulations

**Education**

**GED**

**Midlothian High School** – 923 S. 9th St. Midlothian TX ,76065

**Course of Study**: General studies

**Navarro College** - 1900 John Arden Dr. Waxahachie TX, 75165

**Course of Study:** Accounting