**Janet Darden**

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**Objective**

To gain employment with a company that offers career development and advancement opportunities.

**Qualifications**

Well organized and can handle multiple tasks while performing under pressure in a fast-paced environment. Detail oriented and highly motivated with a strong aptitude for learning new job related material and techniques. Proficient in ten Key by touch. PC familiarity: Microsoft Word, Excel, Power Point, and types 46 wpm.

**Professional Experience**

**Dallas Independent School District**- Dallas, December 2009 - Present

Cashier / FSA

Prep food daily, setting my line up to prepare food for student, staff and others to be service and cashier. Also, keeping my area clean and organized, washing dishes and tables. I also responsible for keeping my line clean for each lunch line.

**Faith Memorial Church / Kingdom War Church –**Dallas**,**October 2002 – February 2016

Financial Secretary/Accounting

My duties are to receive, record and deposit all funds taken into the church treasury and forward information to the church treasurer for use in support of the mission and ministry of the congregation. My responsibilities give each individual charitable gift report summaries of all donations received during a calendar year. Report regularly to the trustee board and report congregation at annual meeting regarding total funds received for the year. Also, maintain confidentially of all financial information pertaining to receiving, recording and depositing of funds.

**Diverse Staff Temp.**- Dallas, August 2009 - December 2009 FSA

Cashier / FSA

Responsible for serving and preparing food for students in the cafeteria.

**Bank of America**- Dallas, May 2001 - July 2008

Operation Representative (Lockbox)

My duties to operations representatives handle bank correspondence and even maintain existing accounts. Handle mail for consumer and commercial customers. Banking checks and take appropriate action whether it be cash in mail to scan each document through the machine to deposit their money into the company accounts. Maintain internal operational and financial controls to ensure that they meet bank standards. Processes mail-in deposits for consumer and commercial customer.

**Onsite Temporary Agency (Iron Mountain)**- Dallas, March 1999- January 2000

Data Entry

Responsible for filing and processing client information into computer system.

**Smithkline Beecham**- Dallas, May 1998 - December 1998

Data Entry Operator

Worked with a medical main frame, wherein personal computers were utilized for the data entry of medical test request, patient demographics, insurance billing and dx codes.

**Flying J Truck Stop**- Dallas, September 1995 - September 1996

Cashier

Answered telephones (6 lines), operated cash register, and handled credit cards, cash and check transactions. Performed end of shift duties, which consisted balancing daily transactions.

**Education Graduate: Ferris High School, Ferris, Texas 75125**