

Marissa Siemens

8 610 Knighton Rd
Kimberley BC V1A 1E2
250-520-0024

chainedtome@hotmail.com

Skills

-Able to work alone or in groups, priority given to maintaining a clean and efficient work place.

Certifications

- EMP Canada Advanced Level 3 MEDIC First Aid (Expires Oct.4/2016)
- ENFORM H2S Alive (Expires Sept.9/2016)
- Alberta Construction Safety Association –Construction Safety Training Program (CSTS-09)

Work Experience

Aug/2010-Aug/2013

Kal Tire

Administrator

Contact: Justin Myhre 250-426-5248

Duties: Payroll, Accounts Receivable, Accounts Payable, Invoicing, Daily cash reports and deposits, creating and maintaining customer accounts, creating vehicle liens, booking appointments, general office filing and organization.

Jan/2007-July/2010

Northwest Motors

Service Writer

Contact: Greg Rempel 403-346-2035

Duties: Wrote and closed work orders in a Chrysler/Dodge/Jeep Dealer using Reynolds&Reynolds system, prepared estimates with APS Maintenance system, booked appointments, entered warranty claims and updated information on DealerConnect, updated Car Care Rewards, general office filing and maintenance.

Jan/2006-Jan/2007

Western Budget Motel

Front Desk Clerk

Contact: Connie Fritz 403-347-2177

Duties: Used RoomMaster program to make reservations, book in and checkout guests, performed night audits, responsible for the morning breakfast and night time motel checks.

Nov/2004-Nov/2005

JYSK

Head Cashier

Contact: Connie Sampson 403-358-5977

Duties: Responsible for training new staff, handled customer complaints and returns, update store signs with Prestige program.

May/2003-Nov/2004

A&W

Cashier

Contact: Justin Dunlop 403-227-4310

Duties: Worked in the front end of the restaurant, trained new employees, maintained cleanliness for food safe standards.

Education

Sept/2004-April/2005

-Attended

Red Deer College

Office Technology

Sept/2003-June/2004

-Diploma

Bowden Grandview

High School

References

All above names can be contacted and written references can be provided.

Interests and Hobbies

I enjoy running, biking, going to the gym, reading and visiting friends.