**Shelley Crosser**

**Tripoli, IA**

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**319-241-0153**

**EDUCATION**

# Business / Account Administration

Axia College

**WORK EXPERIENCE**

# OWNER/OPERATOR

Class A Cleaning Service Waterloo,IA November 2009 to Present

Clean homes and businesses Class A Cleaning Service - January 2011 to January 2012

Cleaning offices, breakrooms, restrooms, and many extras

# Bookkeeper

Kochuyt Trucking - Alburnett, IA - October 2008 to November 2009

* Do all the accounting for the business.
* Operated computers programmed with accounting software.
* Checked figures, postings, and documents for correct entry, mathematical accuracy.
* Operate calculators, typewriters, and copy machines / received, recorded, and banked cash, checks.

# Production Lead

JE Adams-Cedar Rapids, IA September2008 to December 2008

* Made air vacuums for car washes.
* Air Pumps for Convenient stores.

\_ Also have worked in Metal Fabrication Factory,

Worked on cnc, sanders, trimmers, taken Parts from diecast machines to trimmers Plastic Factory.

Run machines, Cut excess plastic off of parts that machines left or couldn't get, stack on a pallet, and load back up for sending product off.

**Outbound Telemarketing** RESIDENTIAL-Williamsburg, IA August 2006 to August 2008

**Sedona Staffing/Nordstrom**

Cedar Rapids, IA - June 2006 to September 2007

* Worked for clothing distributer, marked / labeled containers, measured/weighed / counted products.
* Inspected products to ensure packing specifications were met.
* Recorded product / packaging information / removed completed - defective products, placing them on conveyors.

**Cedar Rapids Janitorial-Cedar Rapids, IA -** Manpower/ Kirkwood College - Cedar Rapids, IA February 2006 to August 2007

**MCI Cedar Rapids, IA**

June 2004 to January 2005

* Deliver prepared sales talks describe products / services, to persuade potential customers to purchase.
* Contact businesses / private individuals by telephone / explained products / services / prices, and answer questions from customers.

**Laverty Cleaning - Marshalltown, IA -** August 2003 to May 2004

* Monitored building security / safety / serviced, cleaned, and supplied restrooms / gathered / emptied trash.
* Cleaned floors by sweeping, mopping, scrubbing, or vacuuming them.
* Followed safety procedures for the use of chemical cleaners to prevent damage to floors / fixtures.
* Notified managers concerning the need for major repairs to building operating systems.
* Requisition supplies / equipment needed for cleaning / maintenance duties.
* Cleaned windows, glass partitions, and mirrors / cleaned homes and businesses.

Environmental Work History

**SKILLS**

CUSTOMER SERVICE (Less than 1 year), DATA ENTRY (Less than 1 year), GENERAL OFFICE (Less than 1 year), MICROSOFT OFFICE (Less than 1 year), MS OFFICE (Less than 1 year)

ADDITIONAL INFORMATION

Microsoft Office

Data Entry

10 key

General Office

Customer Service

Factory Skills