

Angela Muhs

Phoenix, AZ 85048

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623-738-8962

A dedicated, personable individual with a professional and positive attitude. Skilled in the management of accounts receivable and accounting operations, customer experience, management of sensitive information, and new product launch. Highly adaptable to support changing business needs

Authorized to work in the US for any employer

Work Experience

Driver (Seasonal while attending school)

Amazon Flex - Phoenix, AZ

November 2018 to Present

- Interacted with Amazon customers as needed in a professional and positive manner.
- Used handheld or mobile technology to manage the delivery process.
- Last-mile carrier ensuring package delivery within estimated timeframe while maintaining a delivery success rate of 100%.

Office Manager

Rigging Innovations - Eloy, AZ

March 2012 to February 2017

- Responsible for coordinating daily operations and special projects as well as overseeing a production team of 14 employees.
- Utilized Quickbooks Enterprise to perform AR, AP, purchase orders, sales orders, invoicing, and payroll functions for the organization.
- Responsible for sales and customer service for both direct and indirect customers, communicating effectively via various mediums including phone, social media, email, and IM.
- Responsible for coordinating and processing production work orders to ensure the flow of work to production was consistent.
- Managed a materials tracking database to ensure compliance with established safety regulations.

Administrative Assistant, Donor Network of Arizona

Donor Network of Arizona - Phoenix, AZ

May 2010 to March 2012

Provided support to Quality Department which included assembling and maintaining charts, obtaining medical records, and ensuring proper record retention as required by federal agencies.

- Coordinated with outside vendors to ensure reports and documentation were dispersed and received promptly.
- Provided clerical support as needed (composing correspondence, data entry, tracking data, scanning, filing, copying, and distributing charts to processors).

Administrative Assistant

Pulte Building Systems - Phoenix, AZ

February 2005 to December 2009

Assisted the Estimating department with developing and maintaining bills of materials including tracking and coordinating change requests, truss repairs, and extra material orders.

- Provided clerical support for the department such as data entry, organizing meetings, updating & distributing meeting minutes, and tracking departmental and field statistics.

Main point of contact between the Estimating department and field superintendents, tasked with prioritizing issues with material overages or shortages.

Education

Certificate in Accounting

Rio Salado College

2020 to Present

BA in Organizational Leadership

Arizona State University

2019

AS in Organizational Management

Rio Salado College

2017

Skills

- QuickBooks
- Payroll
- Accounts Payable
- Bank Reconciliation
- Accounting
- Journal Entries

Assessments

Typing — Expert

August 2019

Transcribing text using a standard keyboard.

Full results: https://share.indeedassessments.com/share_to_profile/670588d05c7a9c1dd49fe9db3ba646b0eed53dc074545cb7

Attention to Detail — Expert

September 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/ee82b00a409b59fb328c036f184c0e0feed53dc074545cb7>

Office Manager — Highly Proficient

March 2020

Scheduling and budgeting.

Full results: https://share.indeedassessments.com/share_to_profile/cda511ba5cbe05b778e56a68cfe313be

Proficiency with Microsoft Office: Mail & Calendar (PC) — Highly Proficient

March 2020

Using Microsoft Office Mail and Calendar tools to manage workload.

Full results: <https://share.indeedassessments.com/attempts/31788f6301330e5295b84f715f110ca4eed53dc074545cb7>

Problem Solving — Expert

January 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: https://share.indeedassessments.com/share_to_profile/209efde39adecd1c4b4706c98fdb76f3eed53dc074545cb7

Work Style: Conscientiousness — Expert

November 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: https://share.indeedassessments.com/share_to_profile/fd3fc28f87bb9c32421d6dd8d96d02c3eed53dc074545cb7

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