

# Erin Gallant

Pioneer, OH 43554

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(419)630-4864

Authorized to work in the US for any employer

## Work Experience

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### **Accounts Receivable/General Office**

Bryan Systems - Montpelier, OH

August 2016 to Present

Providing paperwork to customers, scanning and filing documents, invoicing and billing customers, accounts payable, accounts receivable, deposits, collections.

### **Merchandise Support Supervisor**

Shopko - Montpelier, OH

2013 to 2015

### **Cashier**

Walmart - Bryan, OH

2012 to 2012

## Education

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### **Diploma**

Montpelier High School - Montpelier, OH

## Skills

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- Accounts Receivable
- AR
- Accounts Payable
- Medical Terminology

## Certifications and Licenses

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### **Driver's License**

## Additional Information

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AREAS OF EXPERTISE

- ◆ Customer Service
- ◆ Cash Handling
- ◆ General Clerical Duties
- ◆ Typing
- ◆ Computer Usage
- ◆ Retail Management
- ◆ Microsoft Office Suite