

Dawn Hutchinson

Bridgeport, OH

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740-298-3412

Authorized to work in the US for any employer

Work Experience

Shift Supervisor/Barista

Starbucks - Saint Clairsville, OH

July 2019 to Present

Responsible for supervising the scheduled shifts. Doing daily and nightly food pulls. Also responsible for inventory counts and delivery of truck deliveries. also responsible for counting tills and confirming deposits daily.

City Carrier Assistat

United States Postal Service - Bridgeport, OH

February 2019 to July 2019

Sort incoming mail and packages. Deliver routes as set by the Postal Service.

Accounts Receivable Specialist

ResCare - Saint Clairsville, OH

April 2012 to September 2018

Responsible for billing 7 states for human services provided. Also responsible for posting cash payments to client accounts. Responsible for maintaining and collecting on multiple states aging.

AP/AR Specialist

STEC Inc - Costa Mesa, CA

July 2006 to October 2010

Responsibilities

Bi weekly AP check runs with 100+ AP checks, 200 + AR invoices processed bi weekly, maintaining AP aging.

Education

High school diploma in Business

Lake Gibson High School - Lakeland, FL

1992 to 1994

Skills

- Excel (10+ years)
- Communications (10+ years)

- Ohio MITS (6 years)
- Ohio Department of Developmental Disabilities (3 years)
- Organization (10+ years)
- Accounts Payable
- AR
- Accounts Receivable
- Microsoft office (10+ years)
- Accounting
- Billing
- Bookkeeping
- Payroll
- Microsoft Excel
- Receptionist
- credit
- Outlook
- Shift Management
- Barista Experience
- Communications (10+ years)
- Food Service
- Bank Reconciliation
- Office Management
- Food Service
- Management
- Office Management

Certifications and Licenses

Driver's License