

# Kellory (Kelly) Mulholland

**Fast paced, passion for customer service.**

Alturas, CA 96101

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Authorized to work in the US for any employer

## Work Experience

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### **Office Manager**

Alturas Tire Center - Alturas, CA

May 2019 to Present

Accounts payable, accounts receivable, sales, book keeping.

### **Bank Teller/Customer Service**

U.S. Bank

May 2018 to May 2019

## Education

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### **High school or equivalent**

## Skills

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- Customer Service
- Sales
- Upselling
- Account Management
- Computer Operation
- Office Management
- QuickBooks
- Bookkeeping
- Human Resources
- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Payroll
- Account Reconciliation
- Financial Report Writing
- Accounting
- Auditing
- Journal Entries
- Data Entry
- Financial Statement Preparation

## Assessments

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### **Customer Focus & Orientation — Highly Proficient**

May 2020

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/  
share\\_to\\_profile/04055a0bec5f55f336842a5beef0ce9feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/04055a0bec5f55f336842a5beef0ce9feed53dc074545cb7)

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