

# Mary Leger

Sulphur, LA 70665

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(337) 794-3991

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Clerk/Payroll/Accounts Payable & Receivable/Advertising**

Pitt Grill - Lake Charles, LA

January 2003 to March 2020

70601

I perform various job duties such as daily paperwork from all 4 restaurants. Creating and maintaining Excel workbooks, spreadsheets, bank statements, Accounts Payable and Receivable using QuickBooks, filing, typing correspondence, credit card charge backs, EFT reports, CFN reports, Fuelman/TPP reports, Multi Service reports, keying video poker after the machines are pulled, video poker renewals, all permits & licensing, monthly menus, fuel invoices, daily fuel prices and payroll for all locations. I keep in close contact with each location to maintain daily deposits & paperwork. I also do all advertising, purchasing office supplies, computers & software.

### **Administrative Assistant, McJunkin**

Redman Corporation - Westlake, LA

December 2000 to November 2002

70669

I performed various administrative duties such as answering a multi-line phone system, filing, typing correspondence, creating and maintaining Excel spreadsheets, graphs, and presentations. I assisted in problems with both accounts payable and receivable. I also performed tasks on their mainframe system including entering purchase orders, receiving, invoicing and helped walk in customers with their orders.

### **Customer Service**

Cameron Communications - Sulphur, LA

November 1997 to November 2000

70665

Answering phones, new applications for phone, cable and internet accounts, took care of changes on customer accounts, answer any billing questions or concerns.

### **Purchasing Assistant, Customer Service and Sales, US Unwired**

US Unwired - Lake Charles, LA

June 1995 to November 1997

No longer in business

Inside Sales, Purchasing and Receiving of cellular and paging equipment, trade-ins on used cellular phones, payments, repairs, new accounts and took care of any changes to customer accounts.

## Education

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### **High school diploma in General**

Sam Houston High School - Arlington, TX

August 1985 to May 1987

## Skills

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- Willing to learn new things and take on new job responsibilities
- Excellent computer skills
- Hard working and dependable
- Organized
- CorelDraw
- Accounts Receivable
- Microsoft Access
- Order Entry
- Microsoft Windows
- Microsoft Publisher
- QuickBooks
- QuickBooks
- Excel
- Word
- 10 Key Calculator
- Cost Control
- Print Shop
- Outlook
- Windows 10
- Office Management
- Accounts Payable
- Accounting
- Bookkeeping
- Microsoft Powerpoint
- Purchasing
- Payroll
- Data Entry