

Katherine Kelly

Enfield, CT

katherinekelly365_3vv@indeedemail.com

Work Experience

Server/Waiter

ABIGAIL'S GRILLE & WINE BAR - Simsbury, CT

June 2011 to Present

Hostess/Server

Chili's - Simsbury, CT

September 2005 to June 2011

Intern

Traveler Insurance - Hartford, CT

June 2006 to August 2006

Education

Associate in Accounting and Business Administration

Manchester Community College - Manchester, CT

August 2016 to May 2018

High school diploma

Simsbury High School - Simsbury, CT

September 2003 to June 2007

Skills

- Accounts Payable
- Journal Entries
- General Ledger Accounting
- Microsoft Office
- Communications
- Customer Service
- People Person
- Phone Etiquette
- Computer Skills
- Billing
- Restaurant Experience
- Time Management
- Organizational Skills
- Accounts Receivable