

Kelli O'Neill

Baton Rouge, LA 70806

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#readytowork

Authorized to work in the US for any employer

Work Experience

Accounts Payable, Administration Manager

Zachry Group

August 2016 to Present

- Worked with corporate office to develop tool used to review aged purchase orders and make corrections
- Advised on and completed monthly, quarterly, and yearly fiscal forecasting
- Responsible for placing requisitions for material, accounts payable, and accounts receivable.
- Oversee payroll department for site - time keeping, reporting, cutting checks, hiring, and terminating employees
- Reviewed and approved monthly expense reports of site management team

Relationship Banker, Lead Teller

CapitalOne

June 2015 to August 2016

- Enroll new members in service products
- Educate existing consumer and business customers on products they currently use as well as new products that might benefit them.
- Aided customers in the process of lending through Mortgage or Home Equity Opportunities
- Helped to Identify and refer customers with Investment Opportunities
- Responsible for Regulatory Compliance with Federal Laws

Manager of Wine and Spirits Department

Rouses Supermarket

January 2015 to June 2015

- Responsible for all aspects of inventory management and control
- Employee training and scheduling

Southwest Educator

ACURE Organics

August 2014 to December 2014

- Responsible for a six state territory - LA, TX, OK, MS, AR, and AZ
- Delivered presentations for groups between 1-30 people - Subject: company mission, values, outreach, and products

- Worked with brokerage companies to ensure samples were sent, demos took place, and the brand expands its presence in the stores.
- Aided in identifying new store prospects
- Worked special events promoting the brand
- Performed 1-3 hour demos in stores working directly with customers.
- Corresponded directly with consumers through our Expert E-mail service

Massage Therapist, Retail, Salon Coordinator, Regional Training Specialist

Paris Parker / Neill Corporation

March 2006 to August 2011

Developed & managed retail program, resulting in increased appointments and product sales

- Trained employees in salon software, inventory management, and customer service standards
- Generated reports to inform staff of progress towards their sales goals and the location's goals
- Inventory management - coordinated quarterly inventory counts and placed/verified weekly orders
- Provided massage therapy services & body treatments.

Education

Bachelors of Arts in Communication in Communication

The American University of Rome - Rome, IT

May 2014

Neill Quality College

2008

Medical Training College - Baton Rouge, LA

2005

Skills

- Accounts Payable
- Payroll
- Retail Sales
- Office Management
- Educator
- Community Relations
- Customer Service
- Customer Relationship Management
- Microsoft Office
- Outlook
- Event Marketing
- Financial Management
- Program Management
- Financial Report Writing
- Accounts Receivable
- Salon Software

