

# **SHELYCE CALDWELL**

**1611 Keats Road**

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## **Objective**

To seek employment at a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation. I am a dedicated employee who has an ambition to succeed in my profession and task at hand. I am eager to learn new things and a team player who works well with people.

I am seeking a position where I can develop and excel while giving my best to the task at hand. My key accomplishments include strong attention to details, management, and sound judgment. Highly skilled in the areas of Customer Service, MS Word, Excel, Publisher, Word Perfect, Internet, Power Point, Outlook, Photo, Point of Sale as well as Communication Skills.

## **Experience**

### **First Coast Logistics LLC, Jacksonville, FL (2014-2020)**

Account Payable Supervisor/ Perdiem : Responsibilities consisted but not limited to reviewing and paying all incoming invoices within a timely manner, being sure to bill correct terminals and accounts. Running and reviewing financial reports. Reviewing Audit notebooks when needed. Reviewing and researching all perdiem invoices charging terminal as needed. Disputing any charges that would not belong to company. administrative responsibilities when needed.

### **FPA Legal Defense, Jacksonville, FL (2013 - 2014)**

Account Receivable/Receptionist: Responsibilities consisted of receiving payments, importing payments, customer service, and accurate calculation of policies.

### **DCI Biologicals LLC Jacksonville, FL (2010 - 2013)**

Alternate Quality Assurance: Responsibilities consisted of reviewing all center logs, reviewing procedures and paper work for the facility making sure to meet the standard operational manual (SOM) standards and opening and closing of facility.

### **New Horizon Christian Academy, Jacksonville, FL (2006 - 2009)**

Office Assistant: Responsibilities consisted of monitored incoming calls, account payable, account receivable, and customer service and inquiries.

### **Fablis, Jacksonville, FL (2008 - 2009)**

Associate: Responsibilities consisted of customer service, inventory, and cash-out counts.

## **Education**

**University Of Phoenix** - *Phoenix, AZ*

Associates in Business 2007 - 2009

**New Horizon Christian Academy** *Jacksonville, FL*

High School Diploma 2003 – 2006 (Class Valedictorian)