Karrie Moss

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**Summary**

Detail-oriented professional with excellent administrative skills and ability to manage and implement processes. Seeking for the position of an Office Administrator, to apply my honed skills of 16+ years at Hearth and Home Distributors of Utah.

**Skills**

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| --- | --- |
| * Communication * Organization * Microsoft Office Suite * Multitasking * Policies * Processes * Scheduling * Time Management | * Customer service orientation * Inventory control * Detail oriented * Ability to prioritize * Invoicing and billing * Reception * Data entry |

**Experience**

Office Administrator 07/2003 to 02/2020

Hearth Home Distributors of Utah

* Provide inside support and liaising as a liaison with sales to handle special requests and inquiries.
* Establish positive working relationships with the field sales force and be viewed as an expert regarding all products.
* Respond promptly, thoughtfully, and effectively to changing work environment, priorities and situations.
* Provide feedback on all procedures with suggestions for improvement.
* Work with various internal systems to effectively manage work, document activities and communicate as necessary.
* Ability to learn quickly and retain key knowledge of processes, policies and products.
* Strong social skills with the ability to earn trust with customers, distributors, and others within the organization.
* Great attention to detail and excellent problem-solving skills.
* Oversaw all purchasing for company
* Maintained inventory
* Notary Public

**Education and Training**

High School Diploma

Davis High School Kaysville, UT