

Karen McKinney

EDUCATION: Graduate, Bunker Hill High School - Claremont, NC
College of Court Reporting - Hobart, IN

EMPLOYMENT HISTORY:

2007-2009 HIGH POINT PNEUMATICS, INC., High Point, NC
Office Manager/Bookkeeper
Accounts payable, accounts receivable, and prepare payroll for Payroll Company, month end reporting, customer service, answer phones.

1996 - 2004 CENTRAL CAROLINA ELECTRIC COMPANY, Thomasville, NC
Office Manager
2004 - 2005 ***Owner/Office Manager***
Duties - Day-to-day business operations, managed (8) electricians and electrician helpers. Prepared and completed payroll, accounts payable, accounts receivable, bank reconciliations, estimating, tax reporting. Handled all aspects of human resources, including interviewing and hiring new employees. Customer service included communicating with customers and vendors. Collection of past-due accounts. Computer software experience included: Quick Books Pro, Quick Books Pro for Contractors, and Microsoft Office. Proficient in reading blue prints, drew blue prints for design/build projects to be taken to architect.

This company was a family-owned business. My husband passed away in 2004 and I operated the company until I decided to sell it in 2005. We maintained sales of 1 to 1.5 million dollars annually.

1994 - 1995 R&A INVENTORY (Purchased by Western Inventory), Thomasville, NC
Office Manager
Hired as Receptionist and promoted to Office Manager in first thirty days. Duties - Payroll, A/P, A/R, bank reconciliation's, answered phones, scheduled inventory counts, made employee schedules. Computer software experience: Microsoft Works, Excel, and Quattro Pro.