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Rita Caudill

Objective

I have a lot of experience and education to offer to the right company. I have people skills, computer skills and management experience. I enjoy working

Professional Experience

Legend's Angle's Stadium- current-concession worker, cashier, bartender

Ralph's-current-Deli clerk, cashier, sandwich maker.

Cedar Point Amusement 2011 and 2012 Season (419-627-2316)

In 2011, I was a fulltime supervisor at the employee café, in 2012; I worked part-time at Joe Cool's Café as a server.

I also have management experience from Subway, Pizza Hut, Front Street Café, Animal Shelter Tavern. Some of my duties were server, order taker, cashier, pos system, customer service, bartender, inventory, bank deposit, p&I reports, interviewing, training..

2001-2013 Findlay Quality Collision (419-420-7442) Findlay, OH

Accounts Payable Manager

- Accounts payable using QuickBooks Pro, write all of the outgoing checks, keep track of what needs to be paid and when
- Record all payments that are received from customers
Weekly payroll, process employee's time sheet into Quickbook's, Print pay check's..
- Pay Payroll taxes, city and state online.
- Pay forecasted monthly Sales Tax.
- Record deposits, process credit card payments, and keep track of all withdraws, do some banking on line
- Track all the bank accounts including credit cards, responsible for statements, matching up receipts, and paying them on time
- Reconcile all bank and credit card accounts
- Troubleshoot and repair all computer problems, install new software and hardware on all the computers
- Internet research
- Answer the phone, use the fax machine, copier and send e-mails

Word, Works, QuickBooks, PowerPoint, Quicken, Excel, Microsoft Office, Microsoft Money, E-mail, and the Internet.

Education

December 2000 University of Findlay
Bachelor of Science in Business Management
Deans List

Findlay, OH

May 1997 Owens State Community College
Associate of Applied Business in Microcomputer Business Systems
Graduated with honors

Toledo, OH

References

Lester Reed- owner Findlay Quality Collision
3600 Ventura Dr.
Findlay, OH 43450
419-420-7442

Judy Blanton- co-worker Findlay Quality Collision
1017 Cypress Ave.
Findlay, OH 43450
419-348-7259

Bettie Shaffer- co-worker employee café
132 Main St
Sandusky, OH
419-366-1871

I enjoy work, I work well with others and, others work well with me. I have a lot of education and experience to be a great asset to any company. I also have a great more deal of experience then I have listed and would like the opportunity to discuss them with you.

Thank you for your time

Rita Caudill