

Greetings,

I would love to be considered for a position with your company and have submitted my resume attached. Although my professional resume does not list the positions I have held in the restaurant industry, I hope that it does show I am a dedicated, responsible, detail oriented employee with a vast and varied work history. I do work during the day for the California State Lottery but seek additional employment for nights, weekends and holidays. I am available after 5pm during the week and have complete open availability on weekends and holidays. Currently I work part time at Classique Catering serving food & beverages for various events, concerts and theater performances at Sacramento Convention Center, Memorial Auditorium and The Community Theater. Unfortunately, our busy season is coming to a close and I am trying to find something a little more stable. Over the years, I have held server positions at Sizzler, Mr. Steak, The Phoenix Restaurant and also worked concessions at Denio's Farmers Market. I have a current Food Handler's Certificate and although I have never worked professionally as a bartender, I have taken bartending classes and have **extensive** experience serving beer and wine. I have also worked retail at Macy's, Bev Mo and Dress Barn to name a few. Throughout my career, I have always been customer focused and take direction extremely well. As indicated, most of my career has been behind a desk but I do have previous restaurant experience and I enjoy working with the public. I am a hard worker, who is also very flexible and can pitch in wherever help is needed. Anything I do not already know, I am very capable of learning. If you are looking for a professional, personable, dependable employee in the evenings and on weekends, I would be an excellent choice for you and I hope you will consider me for a position.

Thank you for your time,



Kimberly Young

Encls

References: Salina Hernandez 916-613-7599
 Nicole Kruger 916-308-9031
 Candy Rhoades 916-214-0814

Kimberly Young
2381 Oak Harbour Drive, #280
Sacramento, CA 95833
916-267-1730

My objective is to continually learn and grow in all aspects of life; I strive for perfection in everything I do. I am extremely organized with a sharp eye for detail. I have excellent planning and coordination skills, a strong initiative and love to learn new things. I am very comfortable and confident working independently but also a key member in any team development.

I have an extensive and varied work history based mostly in accounting and I am proficient in the following areas: Accounting, (Accounts Payable, Accounts Receivable, General Ledger, Reconciliation, GAAP), Customer Service, Research, Microsoft Office & Visio, Various Proprietary Software, also Certified Data Entry Alpha/Numeric 12,000+ kspf, Certified Typing 57 wpm

EXPERIENCE

Accountant Trainee / California State Lottery, Sacramento, CA (March, 2014 – Present)

- Review, audit & post payments for retailer's security deposits, refunds & incentive prizes
- Determine interest earned based on PIMA Average Monthly Effective Yields
- Make journal entries, post ledgers research transactions and determine the necessary accounting entries
- Audit invoices and schedule utility payments to State Controller's Office
- Re-issue & monitor retailer & prize winner stale dated warrants in accordance with State Administrative Manual
- Maintain & schedule petty cash and reconcile custodian accounts
- Prepare and schedule Electronic Fund Transfers to State Controller's Office
- Review lease amendments to determine any changes in terms. Pay monthly leases via schedule to State Controller's Office.
- Research unclaimed property and prepare documents for the transfer of funds to SCO within the property report cycles
- Audit and schedule employee TEC's through revolving fund for reimbursement from SCO
- Reconcile TEC accruals
- Research any variances, discrepancies or misapplied payments
- Create and update desk procedures for accounts payable
- Respond to questions from vendors, retailers, Lottery staff or other agencies and prepare correspondence
- Access and utilize Crystal Reports
- 2016 Recipient of Silver Superior Accomplishment Award for Financial Statements

Personnel Specialist / California State Lottery, Sacramento, CA (May 2013 – March 2014)

- Processed all documentation for new appointments and lateral transfers to Lottery
- Processed all documentation for employees separating from Lottery
- Keyed Personnel Action Requests and Employee Action Requests
- Processed master, special and supplemental pay for fulltime, retired annuitants and permanent intermittent employees
- Keyed and audited employee leave balances
- Processed salary advances
- Processed employee health and dental benefits
- Prepared & monitored employee garnishments & accounts receivable
- Tracked employee probation, range increases and merit salary advances
- Audited and keyed quarterly sales bonuses
- Created and updated position cards
- Obtained employment verifications
- Conducted OPF reviews
- Completed employment inquiries for outside agencies
- Assisted employees with personnel questions or concerns
- Created and maintained numerous spreadsheets and tracking logs
- Accessed and utilized Congos reports
- Maintained knowledge of codes, procedures, policies and guidelines for processing employee benefits

Office Technician / California State Lottery, Sacramento, CA (November 2012 – May 2013)

- Responsible for all front desk duties of Human Resource
- Answered and directed incoming calls from internal and external parties
- Assigned RPA's to new positions
- Maintained and updated the Organization Chart for Lottery
- Responsible for organizing and distributing all employment applications to appropriate analysts
- Typed various memos & correspondence for multiple supervisors
- Appointed attendance clerk for Human Resources
- Performed procurement & inventory of office supplies
- Opened and distributed all incoming mail
- Requested facility services and booked conference rooms
- Special projects as assigned

Office Technician / Department of Consumer Affairs/BBC, Sacramento, CA (February 2012 – November 2012)

- Researched prior violations of licensees
- Researched and updated licensee's payment status
- Reviewed and typed citations
- Answered inquiries from public regarding inspections and infractions
- Processed inspector mileage claims & fleet invoices
- Procurement & inventory of inspector supplies
- Inspector liaison between field officers and headquarters
- Monitored citations issued
- Created and maintained various spreadsheets and reports for DCA & DGS

Staff Associate / AT&T, Sacramento, CA (February 1998 – August 2011)

- Responsible for the exception processing of accounts receivable
- Single point of contact for CalNET invoices for State of California
- Created & tested the procedure for processing CalNET receivables
- Performed extensive research involving customer discrepancies & misapplied payments
- Processed bank wire transfers, customer billing disks and all special pays
- Processed all dishonored/returned checks
- Maintained various financial reports and spreadsheets
- Frequent customer contact to assure accuracy of payment application
- Trained new employees on AT&T proprietary software
- Tracked employee time, attendance & production records
- Special projects as assigned

OSD Clerk - Operations Assistant / Watkins Motor Lines, Elk Grove, CA (October 1992 – October 1997)

- Investigated and obtained disposition of all distressed freight
- Processed all claims resulting from damage or loss
- Inventoried and recouped damaged or short freight
- Assisted customers with logistics or billing questions
- Performed payroll time reporting for office and dock employees
- Invoiced billing of shipments
- Checked in and dispatched line-haul drivers and equipment
- Set up and coordinated the delivery appointments of local drivers

Wholesale Traffic Manager / Timber Crest Farms, Healdsburg, CA (August 1990 - October 1992)

- Selected and approved all line-haul carriers
- Processed all required DOT & export documentation
- Tracked shipment of product
- Resolved delivery problems
- Batched & keyed invoices
- Processed receivables for wholesale accounts
- Performed collection of past due wholesale accounts
- Processed all broker commission reports

Administrative Assistant / Performance Coatings, Ukiah, CA (December 1988 - August 1990)

- Issued purchase orders for production
- Batched and keyed accounts payable invoices
- Selected and approved all shipping carriers
- Processed all shipping documentation for LTL & UPS shipments
- Monitored shipment of product and resolved delivery problems
- Answered public questions regarding shipping status
- Inventoried and monitored all raw materials, containers & labels
- Maintained and reviewed Material Safety Data Sheets

Secretary to Sr. Escrow Officer / First American Title Co, Ukiah, CA (February 1986 - December 1988)

- Opened & closed the more complex real estate transactions, including 1031 exchanges
- Opened & monitored interest bearing accounts for client's security deposits
- Created various contracts, deeds and legal documents
- Typed and proof-read title search reports
- Reviewed and explained loan documents with clients, agents and attorneys
- Responded to inquiries regarding status of transaction
- Notarized legal records for clients and general public
- Processed wire transfers
- Balanced financial records
- Notary commission from Secretary of State and bonded in Mendocino County