

Kiara Torres

5676 Palomar Ave San Bernardino Ca 92404-(909)744-2586-Kikitorres@ymail.com

Employment History

Arturos Sweet Factory

Blue Jay, CA, August 2011-June 2012

Candy Sales and Cashier

- Stocked Candy
- Made Caramel Apples
- Took orders over the phone
- In charge of Credit card machine and Register
- Sold Party supplies

Urban Electric and Lighting

Blue Jay, CA, December 2011-June 2012

Bookkeeper, Secretary, Saleswoman

- Responsible for managing Urban's business accounts by processing incoming payments, outgoing expenses, inventory orders, and employee payroll using *version of Quickbooks*
- Filed and took care of business related paperwork
- (inventory orders/contracts/payments/receipts/communications/other)
- Sent and received office-related phone calls (selling to new clients/contract work/customer satisfaction/ HR).
- Sold electrical supplies, home-standby generators, and contract work at Urban's store front location.

Hustead Construction

"Lake Arrowhead, CA, December 2012-September 2014

Bilingual Office Manager and Bookkeeper

- In charge of employee payroll and human resources concerns for employees using Paychex software.
- Accountable for mediating communication between spanish-speaking employees/contractors and clients
- Balanced checkbooks related to bills, payroll, inventory orders and customer payments

- Responsible for filing and writing business checks.
- In charge of typing business emails and written business correspondence.

Lake Gregory Recreation Center

24171 Lake Dr, Crestline, CA 92325, May 2015 – September 2015

Bartender / Server

- Mixology
- Serving drinks
- Stock outside bar
- Maintain neat bar area
- Wash dishes