

## Hello I'm Cyndi Utzman,

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### Skills

Quickbooks, Microsoft office,ten key by touch, outstanding communication and leadership skills.

### Experience

**June 2014 - April 2016**

**El Nido Estates Location - *On site manager***

- 154 units, senior, rent control five star property.
- Supervised four (4) full time staff, two (2) full time maintenance staff ,contract any outside labor as needed.
- Prepared, distribute and collect all rents including utilities and other fees if applicable.
- Apply all monies, balance rent roll and deposit in time set forth by owner.
- Prepare notices, distribute and follow thru with the collections of any delinquent or outstanding monies owed. Balance forward if necessary and the cycle begins.
- Prepare three day notices and any other legal notices, follow-up and attend court as necessary
- Sed in consequat mi, sed pulvinar lacinia felis eu finibus.

**Sept. 2004 - June 2014**

**Coastal Current Ele. Corp. - *Secretary Treasurer***

- Co Owner - Founder
- As the founder of this Electrical contractor I did Everything administrative.

**Coastal Current Ele. Corp. - *Currently working remotely***

In April 2016 I took over the office at Coastal Current Ele., once more as I could complete most work from my home remotely while, owner Michael Griffin, my ex-partner and ex-husband could find suitable (honest) office personnel.

Michael and I divorced in 2008 remain friends and I sold my shares of the business to him and I slowly phased myself out. However due to circumstances beyond anyone's control I returned to just do the accounting and oversee cash transactions. Michael just recently remarried so again the office of Coastal Current Ele. has a qualified trusted office manager. I continue to help when i'm needed but again agan the phasing out process has almost come to an end.

**Cashier Test**

**Score** / 15

B 1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

Q

A 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

BC 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

C 6) What is the current sales tax rate in your city 8.75?

C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

**Cashier Test**

**Score** / 15

*A* 11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

*A* 12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

**Question & Answer:**

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? Valid ID or Dr Lic

15) How many \$20 bills are in a bank band? 20 ? No 8 Деят