

DENICE ENGALLS



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(818) 555-5555

CLERK: OFFICE - PURCHASING - CREDIT

- Offers extensive experience managing corporate office activities requiring strong organization, document management, and general accounting skills.
- Highly detailed and analytical with a strong mathematical aptitude.
- Trustworthy and discrete when dealing with clients, vendors, and management.
- Proficient in MS Word, Excel, PowerPoint; QuickBooks; and Peachtree Accounting.

PROFESSIONAL EXPERIENCE

PURCHASING CLERK | Auto Parts Brokerage - Sherman Oaks, CA 2012 - Present

- Enter all sales/purchase orders in system before deadline.
- Place orders and manage equipment parts requirements.
- Verify, ship and track orders for entire region.
- Maintain and update all auto parts procurement reports.

CREDIT CLERK | Financial Lines - Sherman Oaks, CA 2010 - 2012

- Managed credit transactions and generated invoices from job tickets.
- Maintained check transmittal forms for collections of outstanding monies.
- Processed and printed purchase orders and verified customer signatures.

REAL ESTATE ASSISTANT | Alpha Realty - Sherman Oaks, CA 2009 - 2010

- Marketed new projects and vacant apartments.
- Oversaw the leasing of rental properties for affordable housing programs.
- Assisted in developing agency rental-collection procedures.
- Performed credit checks, verified income status, conducted home visitations.

EDUCATION

A.A.S., Secretarial Science | Oaks Community College - Sherman Oaks, CA