

Deborah Smith

Hanover Park, IL 60133

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(630) 234-1378

Authorized to work in the US for any employer

Work Experience

Data Entry Operator

Abbott Labs/Alere Toxicology - Gretna, LA

July 2013 to Present

Toxicology laboratory - remote position/part time

Verification of drug test reports

Editing of incorrect information in testing system

Retail Merchandiser

August 2006 to Present

Working with various merchandising companies as both a freelance/independent contractor and on an employee basis.

Pack out product, reset merchandise, set displays, restock and replenish stock levels, inventory, product orders, customer service, product training, POG maintenance, new product cutins, display assembly, route merchandising

Virtual Call Center Phone Customer Service

October 2010 to July 2013

Took incoming customer service/product order phone calls via POTS line or USB headset

Took pledge information via phone for PBS tv and radio stations nationwide

Took messages after hours and scheduled appointments for physicians

Sales Team Lead

Fruitful Yield - Bloomingdale, IL

December 2007 to October 2010

Local, Regional Health Food Store/ part time Store Key Holder with supervision over 4 employees New employee training and coaching

Customer Service and special customer orders

Cash handling, drawer audits, product orders and receiving

Helped store meet sales goals

Accounting Manager

Green Goat Enterprises - Hanover Park, IL

November 2007 to October 2009

Retail and E-commerce Operations - remote position

Maintain company fixed assets and depreciation

Create and analyze all monthly and quarterly financial reports

Processed Accounts Payable Prepare and maintain
Bank Reconciliation Processed new employee paperwork, payroll and payroll tax payments
All utilizing Quickbooks software

Senior Accountant

Larsen Leasing Limited - Bensenville, IL

April 2006 to October 2007

Full Service Truck Leasing Facility
Customized and extract accounting reports for management review
Maintained all company fixed assets and depreciation
Conducted weekly check runs and prepare open invoices reports
Designed and implemented Accounting Policies and Procedures resulting in increased efficiency and reduced cost of operations
Analyzed monthly budget versus actual expenditures for management
Utilized Quickbooks software as well as proprietary software
Supervised three Accounting Clerks and conducted quarterly internal audits

Staff Accountant

Residential Title Services - Lombard, IL

February 2003 to April 2006

National Title Insurance
Corporation Conducted month end closing and generated all corporate Financial Reporting, Balance Sheet, P&L, Cash Flow Statement
Prepared all bank deposits and reconciled multiple bank accounts daily
Resolved all outstanding reconciliation issues dating back to 2000 Performed internal process audits

Administrative Assistant

Corporate Security - Addison, IL

December 2000 to October 2002

Direct Sales of High End Kitchen Products
Assisted the Director of Operations Planning and Director of Corporate Security
Coordinated meetings and travel arrangements for department directors
Assigned security access to building

Administrative Assistant

Mitsubishi Electric Automation - Vernon Hills, IL

August 1998 to December 2000

Manufacturer of Computer Numeric Controls and Industrial Automation Machines
Certified Internal Auditor and audit team lead
Processed all ISO 9001 related documentation, reporting and materials
Controlled all records in the Quality Control Department
Coordinated meetings, travel arrangements, and employee training classes
Developed and oversaw monthly and yearly reporting databases for Quality Control

Human Resources Assistant

Family Service Center - Flossmoor, IL

September 1994 to August 1998

Community Mental Health Agency

Processed payroll, wage garnishments, credentialing of clinical staff and other human resources administrative functions

Implemented new computer system including the new patient database

Undertook yearly productivity reporting to public and private funding agencies

Provided support to office manager, A/P, A/R and billing clerks Insurance and Public Aid billing

Education

BS in Accounting

Southern Illinois University-Carbondale

September 1990 to May 1994

Skills

- Quickbooks (8 years)
- Customer Service (10+ years)
- Accounting (10+ years)
- Accounts Receivable (10+ years)
- Accounts Payable (10+ years)
- Merchandising (10+ years)
- Journal Entries
- General Ledger Accounting
- Internal Audits

Certifications and Licenses

Driver's License