

Marina Morris

Customer Service Representative - Associated Wholesale Grocers

Atlanta, GA 30311

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To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

Authorized to work in the US for any employer

Work Experience

Customer Service Representative

Associated Wholesale Grocers

September 2015 to Present

Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel orders, or obtain details of complaints.

Accountant

Accounting Principles - Kansas City, MO

February 2014 to May 2014

Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.

Administrator

Lona & Sons Automotive - Kansas City, MO

January 1995 to April 2014

Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

Accountant

Accounting Principles - Kansas City, MO

November 2013 to January 2014

Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.

Administrative Assistant/ Receptionist

Davis Safety Supply

August 2013 to November 2013

Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.

Auditor

Peoples Bank

March 2013 to August 2013

Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.

Collections Manager

Lona & Sons Automotive

May 1995 to September 2007

Arrange for debt repayment or establish repayment schedules, based on customers' financial situations.

Education

Certificate of Completion in Accounting

University of California

Skills

- BOOKKEEPING (Less than 1 year)
- EXCEL (Less than 1 year)
- GREAT PLAINS (Less than 1 year)
- MICROSOFT EXCEL (Less than 1 year)
- MICROSOFT WORD (Less than 1 year)

Additional Information

SKILLS

Ability to Work Under Pressure

Accounting

Adaptability

Bookkeeping

Communication

Conflict Resolution

Creativity

Decision Making

Leadership

Self-motivation

Teamwork

Time Management

SOFTWARE

Great Plains

IBM - Personal Communications

Microsoft Excel

Microsoft Word

Peachtree

PeopleSoft Supply Chain Management
QuickBooks
UPS Online