

Kristen Corrie

1799 Four Mile Cove Pkwy. #913
Cape Coral, FL 33990
239-823-9323
corrie227@embarqmail.com

OBJECTIVE: To obtain an accounting/administrative position where I can maximize my bookkeeping and clerical skills.

EXPERIENCE:

Accounting Assistant

Harbourside Custom Homes

Bonita Springs, FL July 2005 – December 2008

- Accounts Payable/Receivable - Responsible for processing and paying weekly vendor and subcontractor invoices, preparing detailed customer invoicing, and processing/posting bank deposits
- Month End Accounting Procedures - Bank reconciliation, job cost/customer invoice review, reconcile invoice statements, balance overhead accounts, prepare and post journal entries
- Trained in the daily functions of office management such as overseeing staff, negotiating employee personalities, delegating responsibilities

Administrative Assistant/Receptionist

Diamond Drywall of SW Florida

Fort Myers, FL January 2003 – July 2005

- Assistant to the Owner – Respond to phone calls and emails, type correspondence, arrange travel, manage daily schedule
- Prepare job bids and material submittals, enter weekly invoices, assist with entry of weekly payroll
- Responsible for answering phones/customer service

Assistant Manager/Server/Bartender

Gulfshore Grill

Fort Myers Beach, FL April 1997 – August 2005

Rib City Grill

Fort Myers Beach, FL January 1996 – July 2000

SKILLS: Attended seminar on Reception and Front Office Duties; Proficient in Master Builder, Timberline, Microsoft Word, Excel, and

EDUCATION: Cape Coral High School 1988 – 1992

REFERENCES:

Karen LaFollette
Business Office Manager, Harbourside Custom Homes
Bonita Springs, FL
239-949-0200

Jerry Colton
CEO, Harbourside Custom Homes
Bonita Springs, FL
239-410-8608

Michael Toppel
Owner, Diamond Drywall of SW Florida
Fort Myers, FL
239-940-7525

Susan Beauvois
HR Manager, Diamond Drywall of SW Florida
Fort Myers, FL
239-482-7587

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