

Vicki A. Quire
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Objective

To find a part-time position in a customer relations and/or clerical services utilizing past experience and proficiencies to enhance an organizations customer services requirements

September 2006 to July 2009

Redwing Shoe Store
Huntsville, Alabama
Sales, Inventory, Customer Service

Jan 2003 to December 2005

Moss Photography
Huntsville, Alabama
Office manager of a fast paced high volume dynamic company. Handled all day to day operations including book keeping, appointments, accounts payable and receivable, and invoicing. Also assisted Mr. Moss in photography.

January 2001 to November 2002

Huntsville Association of Technical Societies (HATS)
Huntsville, Alabama
Assist on an "As Requested" basis supporting Executive Director of HATS for day-to-day assistance of light clerical duties, registration services, billing inquiries, filing, typing, and developing client relationships.

November 1998 to April 2000

Madison County Record
Madison, Alabama
Served as Sales Representative for advertisements and assisted the advertisers with developing, writing, and editing of ad placements.

April 1996 to April 1998

Moss Photography
Madison Alabama
Assisted owner of Company through: Managing the company's record Keeping, Paying Bills, Balancing Accounts, and receptionist.

April 1993 to December 1996

Southern Junior College
Huntsville Alabama
Served in the financial department assisting students with student loan applications and grants, as well as collections of tuitions and dues and loan payments.

1982 thru 1985

GEICO
Hanuah, West Germany
Branch Manager. Sold auto insurance, life insurance, approved loans, did collections, shipped cars, managed employees, did payroll and other daily office duties.

Education

Southern Junior College

Accomplished three Years of undergraduate work towards a degree in Business/Marketing

Fort Knox High School

Completed Secondary Education curriculum as required by state of Kentucky

Skills

Developed proficiency in word processing and adding machine use. Developing familiarity with Microsoft office programs such as MS Word. Also experienced in processing loans, employee benefits, book keeping, financial aid and insurance.

References Available Upon Request

