

OBJECTIVE

To obtain a balanced career that utilizes my previous experiences while teaching new skills.

CONTACT

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- (717) 202-7832
- Jonestown, PA

EDUCATION

CENTRAL PENN COLLEGE
Associates - Accounting
2002

SKILLS

- Full Charge Accounting
- Project Management
- Government Accounting
- Non-profit organization
- Customer Service
- Recruiting

Audrey Shutter

ACCOUNTING/PROJECT MANAGEMENT

I am passionate about careers that directly help people. As my career paths changed, each opportunity has increased my abilities and knowledge.

EXPERIENCE

OFFICE MANAGER/CO-OWNER WICH WAY SANDWICHES
June 2019-June 2025

Managed all operational responsibilities of running a food truck and restaurant including business generating, verifying the profitability of events, customer due diligence, marketing, scheduling, payroll, bookkeeping, and business health reporting.

CUSTOMER SERVICE ASSOCIATE COMCAST
September 2013-February 2019

High volume call center specializing in retention. De-escalate callers by following the Save Pro Program. Assist peers with policy or process questions as part of the escalation team. Developed a reference booklet for peers to shorten their call times and encouraged independence.

STAFFING MANAGER JFC STAFFING
September 2011-August 2013

Actively campaign and continually develop a client database. Determine skill qualifications of candidates through interviews, tests, reference checks. Marketing highly skilled and professional candidates to current and potential clients. Coordinate peers to manage on-site clients for larger volume staffing.

