**Kim J. LeRoux**

23840 Sardinia Dr

Sorrento, FL 32776

Phone: 352-250-5142

Email: kjlenterprise22@gmail.com

**OBJECTIVE**: A rewarding and challenging position, that will enable me to utilize my related experiences, professional training, computer and managerial skills while making a positive contribution and maximizing personal and professional growth.

**QUALIFICATIONS**

15+ years- customer service and sales

15+ years- data processing and all aspects of

Computer related office programs.

Data input to MS, XP, Words, Publishing, Excel, Quickbooks desktop & online.

5 years Store/display merchandising

5+ years- banking & financing

12+ years- professional photography

**EDUCATION**

1986-1989 Diploma, P.SJ.A High, Pharr,Tx.

1992-1995 Various courses, LSCC- Leesburg, Fl

1992 Certificate in banking and finance- Vo-Tech, Eustis,Fl.

2017-2018 Certificate completion from UCF “Professional Bookkeeping w/QB online.

**EMPLOYMENT**

**03/27/2020-Currently unemployed due to Covid-19**

06/10/19-03/27/2020 Glazing Specialists, Inc. – Office Manager-

All aspect of office, closing and opening, customer service, Phone handling, QB’s, bookkeeping, setting up appointments, Purchasing, Shipping/packing orders, computer data and input, AR/AP, payroll, petty cash handling.

04/02/18- 06/10/2019- Xtreme Entertainment- Corporate Administrator Assistant- Bookkeeping, QB’s online, Customer service rep, Purchasing, warehouse assistant, inventory control, shipping/packaging orders, computer data input, AP/AR,

1/7/2013-03/23/18- CFWPS,Inc/Kinetico Water Softener – Office Coordinator/Management/Bookkeeper-Accounting – All aspect of office duties, including Customer service rep, scheduler, Purchaser, Buyer, Computer data/input, Inventory control, Shipping/packaging orders, Invoicing, Accounts receivable/payable QB 2017.

6/18/12-11/31/12- Plaza Cadillac – Business Development Director- which involves, post customer relations, delivery process, follow-ups, Satisfaction surveys, Customer Relations, Receptionist, greeting customers/guest, CSI, computer data/input.

2011- 6/12– RCD Corporation –P/T, AP, Administrative Assistant, Purchasing agent, Invoicing, Receptionist, Customer service rep, Inventory/Stock, computer data input. Quickbooks

2009- 6/12 - Bealls Department store-P/T, Sales Associate

Customer Service Rep. sales, cashier, recovery of departments, stock inventory, organization of departments.

2006- 2009 Receptionist – Campione & Hackney, P.A.

Customer Service Representative, Phone line system operator, computer data/Input, scheduling meetings w/lawyers and customers, all aspects of secretarial duties.

2003- 2006 Administrative Assistant – G&T Conveyor

Assist Executive Administrator in multitasking,

Scheduling,office data,computer inputting,multi phone line,CS,

cliental,setting up meetings,spread sheets,organizational charts.

1999- 2003 Office Manager - Simplex

Delegate all office functions, CS, phone line system operator, setting

up meetings, scheduling jobs, sales rep, computer programming and

data entry, typing, some bookkeeping.

1994-1999 Store Manager- Wolf Camera’s

All aspects of Manager duties, scheduling, employee relations, meetings,customers service,Hiring/firing, inventory control,ordering,

developing, maintenance on machines, delegating responsibilities,

computer input/data, customer relations, Phone sales, sales.

1992-1994-Walgreens-Eustis,FL

Customer Service/Cashier/Pharmacy Department/Cosmetic Department/Photo Department, Display Merchandising, planograms, customer service, cashier, pharmacy tech, stock shelves, closed out registers, received inventory, made signs & displays.

1990-1992 -Citizens National Bank- Eustis, FL

Teller, cash handling, customer service rep.,banking financing cashier, withdrawals, cashing checks, deposits, closing out registers, reconciling bank statements.

**COMPUTER SKILLS**:

Windows/Xp, Microsoft office suite, Microsoft works, Microsoft Publisher, Microsoft Excel, Microsoft Word, Microsoft Outlooks, Access, Act

Quickbooks Pro/2000, Quickbooks 2017, Peachtree and Adobe, PC, Register, Adobe Photoshop, Photoshop Elements, QB’s online.

**REFERENCES**:

Jo-Ann McGilvrey – Self Business/Accounting/Bookkeeper – 407-620-0003

Elizabeth Bergdoll – Self Business Owner- 860-559-3451

Paul Bowker- Professional Land surveyor- 321-303-8774