

Rhonda Gregory
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Job Objective

A position in the office management, accounting or administrative assistant area, requiring initiative and the ability to multitask.

Education and Training

- Westwood High School High School - General Palestine, TX May 2002
Graduated 3 in a class of 101.
Graduated with a 3.6 cumulative GPA, on a 4.0 scale.
Completed honors courses, and graduated on the Distinguished program.
- Trinity Valley Community College High School - Liberal Arts Palestine, TX
2 years of courses.
2 courses or 6 hours in computer courses (Microsoft Office XP and Excel).
Cumulative 3.6 GPA.
- Blinn Junior College High School - Business Bryan, TX
One semester at Blinn.
3.8 GPA.

Experience

- Feb 6 2006-June 2008--Administrative Assistant, Lincoln Harris Property Management
Accounting- Medical, Dallas, TX
Direct calls and emails to the appropriate person
Open and distribute incoming mail and facsimiles
Provide support for the Controller and 5 assistants
Order and maintain supplies for office
Key operator of 2 faxes, 1 copy machine, and 3 printers
Accounts Payable Accountant for Own Portfolio
Experience in JD Edwards software
Experience in MRI software
Experience in preparing 1099 for own portfolio
Created mail tracking spreadsheet, and maintain on a daily basis
Plan meetings and events
Experience in Accounts Receivable
Contact for third party vendors
Support for nationwide Property Managers
Work with lead Administrative Assistant on assigned projects
Complete multiple projects before assigned deadline
Keep portfolio files in an organized fashion at all times
Always assist department in other misc. projects when have downtime
Supervisor: Wayne Parnell (214)461-2359
- August 1 2005-Jan 10 2006--Customer Service Rep, Today's Staffing for Capital One Auto
Finance,
Plano, TX

Answer calls in a call center environment
Be able to help customers in a fast, friendly, and most importantly correct way
Have great time management skills
Computer skills
Vast knowledge of the auto loan industry
Knowledge of the auto insurance industry
Knowledge of titling in all US states
Multi-tasking

- October 2004-July 2005--Store Manager, The Cash Store, Garland, TX
Broker Loans between the customer and TreeMac Funding Group.
Management of over 2,000 Customer Files.
Set the approval amount for all loans brokered through my store bases on income and banking info
Experience with Cashwise system.
Management of daily cash flow, and all bank transactions.
Experience with all office machinery.
Customer Service.
Accounting experience.
Responsible for all transactions that occur within my store
Heavy Data Entry.
Supervisor: Kristi Trojacek (972) 303-1313
- September 2003-May 2004--Student, Blinn Junior College, Bryan TX
- June 2003-September 2003-- Pool Manager, City of Palestine, Palestine, TX
Guarding lives of Patrons.
Management of hours and pay for 8 employees.
Management of pool area and chemical levels in pool.
Management of daily monetary intake.
Management of equipment.
Supervisor: Vant Williams
- July 2002-May 2003-- Sales/Catalog Associate, JC Penny Co., Palestine, TX
Customer Service.
Retail Sales (non-commission).
Receiving and placing orders for customers over the phone and computer.
Managing a multi-line phone system.
Taking and placing customer credit card payments.
Management of Store petty cash.
Supervisor: Cecil Skinner (903) 729-0103

Strengths and Skills

- Able to deal calmly with high pressure situations.
Multi-tasking.
Management of money.
Proficient in computer skills, such as all applications of Microsoft Office XP, and 2000, and the Internet.
Given a little time, am able to learn how to operate any computer program.
Able to deal with the public very well.
Can type an average of 60 WPM.
10-key by sight and touch.
Texas Notary Certification.

