**MICHELLE L. MCVICKER**

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**PROFILE STATEMENT:**

* A recent graduate of the Accounting and Human Resources Associate Degree Program, with extensive experience in training employees, human resources law, and organizing processes. Specializing in streamlining processes and organizing information into clear, concise, and understandable formats. Now seeking to contribute my knowledge, skills and abilities to the Human Resources Department for your company.

**EMPLOYMENT**

**Midas Corporate Headquarters 10/2011-Present**

**Inventory Control Specialist**

* Office work-scan, copy, fax, email, data entry, file, answer phone, utilize Microsoft office and Excel to create spreadsheets for orders, input invoice information to reconcile orders for accounting.
* Emailing supervisors and managers to keep open communication lines for maximum and effective teamwork.
* Train new employees in ordering procedures and spreadsheet maintenance.
* Ordering stock and tools for shops.

**Meadows Florist**

**Sales/Secretarial 8/2007-9/2011**

* Office work-scan, fax, email, data entry, troubleshoot any computer, printer, fax or software problems, attend to multiple phone lines, print out invoices and mail, code and price incoming merchandise, order new merchandise and supplies, sign for and verify shipments, inventory stock, open the register and shop in the morning (close them on late nights).
* Maintain customer’s credit accounts, create new accounts, see that account information is up to date and accurate, process payments deactivate old or unused accounts, follow up on delinquent accounts.
* Coordinate with restaurants and other venues to confirm reservations and have special deliveries expected and signed for upon receipt with explicit instructions as to how and when to present the arrangement and or gift during the evening.
* Updating, maintaining the list of email customers and designing newsletters monthly (flyers when necessary) to generate interest in products and services.

**Kay Jewelers**

**Sales Associate 09/1998-03/2000**

* Opened and closed the register maintaining all documentation associated with such, made customer service calls, processed payments, cashed out sales, printed reports and logs.
* Helped prepare and coordinate special store events and corporate visitations.

**EDUCATION**

Currently attending Davis College for an Associate’s Degree in Accounting/Human Resources with a current GPA of 3.90 and an expected graduation date of February 10, 2017.

* Strengthened my Excel, PowerPoint, and Outlook skills.
* Learned Accounting procedures and language.
* Acquired knowledge of Human Resources procedures and different laws relevant to the field.
* Learned to diversify my skills to work with others as well as individually to achieve my degree.

**VOLUNTEER EXPERIENCE**

**Boy Scouts of America**

* Former scout leader from Tiger rank up to Webelos II (moved my last Webelos up to boy scout rank in February 2014)
* Boy Scouts committee member troop 123
* Organizer Annual Tenderfoot Weekend (4 years and counting)
* Secretary Southern Michigan Sportsmen’s Club
* Treasurer for the Friends of the NRA Monroe Chapter