

KELSEY ANDERSON

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SKILLS & ABILITIES

- Accounting Software Skills
- Knowledgeable about Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Access
- Telephone Skills (Multiple Lines)
- Customer Service Skills
- Computer savvy
- Accounting Skills
- Goal Oriented, Dependable and Punctual
- Advanced Math Skills
- Organizational Skills
- Keyboarding (71 WPM)
- Coursework in Business Law, Management, Marketing, Accounting, Finance and Computer Software
- Cash handling

EDUCATION | HARRISBURG AREA COMMUNITY COLLEGE

AUGUST 2012-AUGUST 2015

- Associates Degree in Accounting
- GPA 3.5
- Dean's List Recipient

WORK EXPERIENCE | W.R. MEADOWS INC. ACCOUNTING CLERK

NOVEMBER 2013 - PRESENT

- Used Accounting Software (Syspro)
- Deposit Checks
- Accounts Payable
- Accounts Receivable
- Collections Calls
- Minor Human Resources Activities

MARY KAY, INDEPENDENT CONSULTANT

MARCH 2016 – PRESENT

- Sales Calls
- Inventory
- Processing Payments
- Cash Handling
- Organize Sales Orders & Customers

KOHL'S DEPARTMENT STORE, POS ASSOCIATE

NOVEMBER 2012 – AUGUST 2013

- Used a computerized POS (point of sales) systems
- Cash handling
- Met weekly sales targets
- Helped customers when needed
- Organized and collected inventory
- Trained new employees on how to operate POS systems and how to interact with customers
- **AWARDS**
- Received an award for being one of the top POS Associates to solicit over 100 people to sign up for a Kohl's Charge Card

VOLUNTEERING | HOLY INFANT PARISH

- Teacher Aid for the Second Grade Religious Education Classes
- Assisted with Children's Choir
- Cantor
- Feed Homeless
- Leader at Vacation Bible School