



Belinda Breiholz

Dedicated candidate eager to put analytical and problem-solving skills to practice in a professional environment. Significant experience with meticulous attention to detail and exceptional analytical skills. Motivated to continue learning and growing as a professional.



Personal Information

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Education

Accounting | Bachelors of Science Southern New Hampshire University

• 03/2021 – 02/2023 •

4.0 GPA

summa cum laude graduate



Work Experience

Utility & Customer Service Specialist Town of Apex

• 08/2020 – 08/2022 • APEX, UNITED STATES

- Enhanced record-keeping and administrative operations and performed specialized accounting functions to support Apex's Finance Department's utility services.
- Worked with a high volume of customers by phone and in person to collect various payments, including utility and tax payments, fees, and revenues
- Verified and balanced the daily deposit of all town employees and departments, including cash, checks, charges, lock-box payments, wire transfers, and online payments.

Manager of Health, Beauty & Basin Hy-Vee

• 02/2017 – 04/2020 • DES MOINES, UNITED STATES

- Managed overall operations for Health Market, Garden Center, Clothing Store and HBC departments
- Trained, supervised, and evaluated all department employees while coaching personnel on career advancement and conflict resolution
- Analyzed and reported monthly inventory for specified departments illustrating gross profit, inventory levels, and sales comparisons

Manager of General Merchandise Hy-Vee

• 08/2008 – 02/2017 • IOWA CITY/JOHNSTON, IA, USA

- Managed operations for the Health Market, Garden Center, General Merchandise, and Health & Beauty Care departments
- Summarized inventory each month to show inventory levels, gross profit, and sales comparison for the department
- Efficiently increased sales and profitability by monitoring inventory and making the necessary adjustments to ordering practices.

Human Resources Manager Hy-Vee

• 08/2005 – 08/2008 • JOHNSTON, UNITED STATES

- Responsible for over 150 employees' on-boarding, performance reviews, personnel issues, scheduling, benefits, wages and terminations.
- Maintained payroll and benefits for employees and reduced financial discrepancies through program management.
- Utilized performance reviews and motivational techniques to elevate employee results.