

MEGAN HALL

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CAREER OBJECTIVE

To obtain a position on the Human Resources team where I can contribute to a positive work environment by utilizing my diverse work experience, organizational skills, and passion for helping others.

EXPERIENCE

2021 – 2022 **Lauretano Sign Group, Terryville, CT**

Accounts Receivable Clerk

- Created/Sent Invoices to Customers
- Processed Credit Memos/Adjustments
- Handled Collections/Sent Monthly Customer Statements
- Maintained Aspects of Company Balance Sheet
- Received and Processed Banking Transactions

2018 – 2021 **Torrington Distributors, Inc., Torrington, CT**

Sales Administrator

- Managed Existing Sales Orders
- Processed New Aftermarket Sales Orders
- Handled Supplier Management Inventory Demand for Multiple Customers
- Maintained Email Correspondence with Customers
- Worked with FAA to Sending Applications for the Approval of Parts Manufacturing
- Created Multiple Work Instructions Using the 6S Approach

2017 – 2018 **LaSalle Market & Deli, Collinsville, CT**

Manager

- Created employee schedule
- Trained new hires and seasonal workers
- Managed team
- Inventory Control
- Dispute Resolution
- Balanced cash at end of shifts

2007 – 2017 **Various Markets and Pubs**

Pastry Chef

- Created seasonal dessert menus
- Performed research and development for recipes
- Custom cake preparation

EDUCATION

2018 – 2022 **Southern New Hampshire University**

Major: BS / Business Administration
Conc.: Nonprofit Management

2018 – 2020 **Southern New Hampshire University**

Major: AS / Business Administration
Honors

HOBBIES

- Calligraphy & Drawing
- Hiking
- Reading
- Baking & Cooking
- Knitting
- Playing Piano
- Singing
- Painting

SKILLS/ATTRIBUTES

Artist	Driven	Goal Oriented	Honest	Research	Passionate
Organized	Persistent	Problem Solver	Mindful	Self-Starter	Task Manager

Proficient in:

Microsoft Word Microsoft Excel Microsoft PowerPoint Microsoft Outlook

REFERENCES

Available upon request