

Cindy Hovenden

6326 Valley Wood Dr
Reno NV 89523
775 747-4142

PROFILE

A multi tasked individual with the skills to handle numerous office responsibilities. I adapt quickly to unusual situations and meet the demands of busy operations. I can act independently and also enjoy contributing to team efforts. You will find me to have the ability to learn new skills quickly. I am punctual, accurate and professional in both personal appearance and demeanor.

EXPERIENCE

2007-2008 Premier Scaffold Inc***Office Administrator***

- Accounts receivable/payable
- Payroll
- Job set up/budget set up
- Computer data entry, filing and other routine office duties

2004-2007 Lennar Reno/Barker Coleman, Reno NV***Budget Coordinator/Accounts Payable Clerk***

- Run a weekly flash report
- Enter sales, starts and deliveries dates
- Process on average 1000 contract and general accounting invoices monthly for three communities and the office
- Resolve problems with trades and/or contracts to ensure timely payments

2002-2004 GBS Construction, Sparks NV***Payroll/Accounts Payable Clerk/Receptionist***

- Prepared and process laborers hours
- Process invoices
- Filing and other routine office duties
- Set up all vendors

1996-2002 Dover Downs Slots, Dover DE***Slot Supervisor***

- Supervise department staff in all aspects of daily operations
- Performing continuous public relations with people of all socio-economic backgrounds
- Analyzing and resolving customer grievances on a daily basis

1989-1995 GD Resources, Inc., Sparks NV***Receptionist***

- Interface with customers over the phone and in person
- Typing contracts correspondence and other documents
- Mail dispatch, receiving and distribution
- Computer data entry, filing and other routine office duties

EDUCATION

Some Collage

Computer background includes: Microsoft Office, Peachtree, Timberline, JD Edwards, and American Contractor.