

Patricia A. Smith
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OBJECTIVE: To obtain employment with an establishment that will allow me to utilize my skills and assets to better maintain daily tasks and achieve company set goals. As you can see from my employment experience I have crossed trained in every department and am versatile enough to adapt to change.

EDUCATION: Maxton High School
Diploma – 1972

EMPLOYMENT:

Oct. 1983 – Dec. 08 **Inside Sales Representative** – *Dillon Supply Company*
Wilmington, North Carolina 28405
Duties included but not limited to: Secretary / receptionist, reconciled accounts payables and accounts receivables using P-21 software system, compiled and processed weekly deposits, reconciled month petty cash reports, customer service, completed daily, weekly, and monthly billing of customers, data entry of inventory, orders, quotes and purchasing, mail distribution, shipping and receiving, researching new products at customer requests, handled customer complaints, inside sales force, outside sales consisting of calling on customer accounts weekly, cold calls, payroll, tracked inventory orders, and any other tasks as they arose.

1976 – 1978 **Secretary / Receptionist** – Rea Magnet Wire Company
Maxton, North Carolina 28364
Duties included but not limited to: General office tasks, such as answering phones, daily filing, and accounts payables and receivables.

1973 – 1975 **Secretary / Receptionist** – *Town of Maxton*
Maxton, North Carolina 28364
Duties included but not limited to: Switchboard operator, accounts payables and receivables, staff payroll, worked closely with town mayor on dictation and miscellaneous tasks, compiled monthly town meeting minutes, order all supplies for department.