**Colleen Endres**

805-587-1842 | 5lilqts@gmail.com

**Objective**

I am seeking a position within your company to utilize my skills and create a long lasting partnership.

**Skills**

* Proficient in A/P, A/R, Quickbooks, Payroll, Payroll taxes,
* Customer Service, Sales and Multi-tasking.
* Strong organizational and analytical skills
* Proficient in all office maintenance including typing, data entry, filing, faxing, copying

**Professional Experience**

Owner Operator Chefs Kitchen | February 2016 - Present

Kings Seafood | Server | -October 2019 - February 2020

Smokin Fins Bar and Grill | Server | March 2017 - March 2019

Whole Foods | Bartender/Server | July 2015 - March 2017

* Maintained excellent service in the onsite restaurant

Spex Graphics, Inc. | Bookkeeper | September 2006 - August 2014

* Responsible for all A/P, A/R, Payroll, Payroll taxes, Bank Deposits and Bank
* Reconciliation and all invoicing for the company
* Upheld day to day office activities and maintenance

Fox Sports Grill, Sever | May 2012 to August 2014

* Maintained positive customer relationships while providing excellent service

Edge Grill, Server | August 2009 to April 2012

Someone’s In the Kitchen, Caterer | Dec 2007 to August 2014

* Responsible for serving all clientele

Collie’s Custom Jewelry, Owner | July 1999 to Present

* Responsible for designing jewelry, purchasing and selling inventory

Executive Mobile Homes Real Estate Sales | Dec 1995 to 1999

* Assisted in Sales and all office maintenance

**Education**

Chatsworth High School June 1986

References available upon request