

# **Krissie Lee**

Rt. 3 Box 87, City, OK 77777

[krissielee123@yahoo.com](mailto:krissielee123@yahoo.com)

580-467-5555

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## **Summary of Qualifications**

***An energetic professional with outstanding administrative/accounting experience in fast-paced and demanding business environments, who enjoys providing superior customer service as well as maintaining accurate financial and business records.***

### ***Skills***

- Computer/Office Skills – Efficient and accurate utilization of Microsoft Word & Excel, Quickbooks, 10-Key
- Customer Service – Strives to exceed customer expectations in both personal and telephone customer contacts
- Employee Relations – Effectively manages staff including processing of payroll and scheduling
- Office Management – Continually maintains an organized and safe work environment conducive to efficiency and quality in daily operations; plans and prepares for meetings; dispatches drivers and maintains/files accurate driver records; work effectively with state and federal over-sight agencies; prepares professional correspondence and reports
- Accounting – Accurately maintains electronic AP/AR records, employs effective strategies for account collections, audits records for accuracy in information input as well as calculations, utilizes excellent reconciliation skills in balancing monthly & annual accounting records; counts and maintains accurate cash-drawer records

### ***Personality***

- Motivated | Self-disciplined | Effective Time Manager
  - Team Player | Effective Communicator
  - Problem Solver | Quick Learner | Meticulous Attention to Detail
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## **Professional Experience**

### **Sr. Accounting Officer / Office Manager**

CFI, LLC & BBT, LLC, City, OK – Oct. 2010 to Jan. 2013

### **New Accounts Auditor / Teller**

American National Bank, City, OK – March 2005 to Jan. 2011

### **New Accounts Representative / Administrative Assistant / Teller**

Bank of Commerce, City, OK – Sept. 2000 to March 2005

## **Volunteer Experience**

- Volunteer Treasurer – City Youth League, 2012
- Volunteer Event Organizer – March of Dimes fund raiser, 2011

## **Education**

Pontotoc Technology Center - City, OK  
Ada High School, 1996

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## **References**

Mike Smith  
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[smithconstruction@mail.com](mailto:smithconstruction@mail.com)

\*\* minimum of 2 more references