

**CLAUDIA KORTMAN**

As an experienced, mature person, I use my expertise to help an employer to succeed in their endeavor to accomplish business goals. I am a team player, and help others to accomplish their tasks when available.

Miller Cupp Associates

*Office Manager*

I perform weekly payroll, monthly invoicing, Payments as needed, merging files and filing, Revisions of Specs, Answer phones.

Massanutten Resort

*Night Auditor/Front Desk Clerk*

I performed check ins and check outs, filing, POS, Perform Nightly Audits

Red's Salon

*Receptionist/ Customer Service*

Performed opening and closing duties, daily Bank runs, Greeted customers and showed hospitality, POS, Made reservations and appointments, answered phones.

Quiktrak

*Inventory Auditor*

I traveled to dealer locations to confirm that the inventory was onsite and in new condition by personally walking the lot and verifying serial numbers, models, mileage and condition of the unit. If a unit was missing, used, or damaged, I collected payment and overnight the funds, or electronically transfer funds.

Skills:

Clerical, Data Entry, English and Russian Languages, Front Desk, Guest Services, Inventory, Microsoft Word, Night Audit, Office Management, Order Entry, Payroll, POS, Quality Assurance and Audit, Sage 50 Accounting, Sales, Seamstress, Translation.