

ALISON A. HOOBER

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EMPLOYMENT HISTORY:

Suburban Lawn & Garden

February 2005–Present, Office Assistant

- Certified Missouri & Kansas "Call before you dig" utility locator
- Trained new employees in recycling center operations
- Retail store cashier
- Clerical & other support for senior staff

March 2004–March 2005, Receptionist

- Managed office mail
- Switchboard operator
- Clerical support for all office staff

Manpower Temporary Staffing

March 2003–September 2003,

- Clerical Support for a national mortgage company
- Log loans into Junior Processing
- Audit log and create daily compliance emails for loan counsellors
- Designed and maintain daily worksheet detailing non-compliance
- Document loan status, monitor and record daily workflow
- Assist other departments as needed

Westport Laundromat

June 2001–April 2002, Part-Time Attendant

- Cahier; labelling and logging dry cleaning
- Quickly assisting customers through unpredictable events
- Closing Attendant

Enneking Medical, Inc.

March 2000 – August 2000, Sales Assistant

- Create sales quotes and purchase orders for customers and vendors
- Sending product information to prospective customers
- Follow up sales leads and fulfill orders
- Keying internal and external sales entries
- Tracking sales representatives work patterns and productivity

Clean Team

October 1998 - December 1999, Housekeeping Team Lead

- Assigned work areas to team members
- Trained new team members in processes and procedures
- Completed reports, collected payments and communicated with customers

Wigg-a-mogg Resort

May 98 - September 98, Assistant Cook

- Organised and prepared buffets to specific guidelines developed by head chef
- Controlled inventory through rotating and effective product management
- Maintained excellent quality control

EDUCATION:

1st Year Law and Justice at Sir Sanford Fleming College, Peterborough, Ontario, Canada

Business Concentration at Haliburton Highlands Secondary School, Haliburton, Ontario, Canada

SKILLS:

- Computer Systems & Software: DOS, Windows thru XP, MacOS 9 & X; ACT, Peachtree Accounting, Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Outlook/Entourage & Outlook Express, all common web browsers, Symantec WinFax, Pegasus Mail
- Call before you dig iTic System: Certified in Kansas, Probationary Certification in Missouri