**Brooke Mills**

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| (765) 201-5484 | 3560 S 562 E | Bringhurst, IN 46913 | brookie49@gmail.com |

**QUALIFICATIONS**

* Efficient bookkeeper
* Track record of providing superior customer service
* Excellent listening skills and an ability to ensure customer satisfaction
* Great work ethic, worked two jobs, one full-time, to finance my university degree
* Responsible for cash receipts and deposits in a financial institution and a national retail chain
* Strong technology skills including Windows 7, Quickbooks, and the entire Office Suite

**EDUCATION**

***Indiana University* –** Kokomo, Indiana

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| Bachelor of Science in Business | May 2006 |

Major concentrations: Finance/Economics

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| Bachelor of Science in Business | May 2006 |

Major concentrations: Marketing/Distribution

Post-Baccalaureate Certificate May 2011

Major concentration: Accounting

* Spring 2006 - Served as president of Students in Free Enterprise (SIFE)
* Spring 2006 – Presented in a Nationally qualified SIFE Team
* Spring 2006 – Presented on a Regional winning SIFE Team
* 2005 – Served as secretary of SIFE

**EXPERIENCE**

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| **Accountant** | ***cfd Accounting*** | **Kokomo, IN** | **Present** |

* Maintain bookkeeping for internal and external companies
* Process Payroll for internal and external companies
* Ensure timely bill paying
* Process tax payments
* Process tax returns

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| **Supervisor** | ***Teleservices Direct*** | **Lafayette, Indiana** | **2010** |

* Help run a team of twenty-four sales people on outbound telephone lines
* Maintain morale and motivate team to sell
* Run hourly reports to verify success

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| **Registered Representative** | ***Charles Schwab*** | **Fishers, Indiana** | **2007-2010** |

* Helped clients with their financial questions and needs on the telephone
* Bought and sold stocks for clients
* Became series 7 and 63 registered
* In charge of creating contests to boost team morale
* In charge of arranging team outings to bring team together
* Put presentation together for tax time
* Helped new employees become accustomed to the team atmosphere

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| **Manager and Sales Associate** | ***Lane Bryant*** | **Indianapolis, Indiana** | **1999-2001, 2003-2008** |

* Managed and delegated tasks to a crew of eight employees
* Efficiently ran opening and closing procedures
* Organized and filed opening and closing paperwork
* Responsible for preparing the bank deposit, delivering deposit to the bank, and preparing the change order.
* Experienced in design and set-up of floor and window sets
* Input payroll
* Traveled to Indianapolis, Fort Wayne, and Lafayette to help other stores cover missing management members

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| **Order Entry Specialist** | ***Top Value Fabrics*** | **Carmel, Indiana** | **2005-2006** |

* Enter and change sales orders efficiently
* Create and bill shipping releases, which allow warehouses to ship good to customers
* Assist sales people in customers care
* Audit sales orders to ensure accuracy