**[Online-Remote](https://www.postjobfree.com/resume/adzlvl/online-remote-shreveport-la)**

**Location:**Shreveport, LA, 71106

**Posted:**September 10, 2023

**Contact Info:**

318-773-9420

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**Subject:**Response to your resume Online-Remote

Message 

Job Description (optional) 



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**Resume:**

Amber Walker

Shreveport, LA 71106

blackhearts7131211@gmail.com

+1 469 612 0331

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Merchandiser/Cleaner

Shiftsmart - Shreveport, LA

January 2022 to Present

Cleaning and Merchandising Circle K stores

Instacart Shopper

Instacart - Shreveport, LA

January 2018 to Present

I grocery shop for people threw the Instacart platform! Then I deliver them to their door! Lyft Driver

Lyft - Shreveport, LA

January 2018 to Present

I pick up people and bring them where ever they need to go! Landscaping

Envirokeepers - Shreveport, LA

2019 to 2021

Mowing, Weed Eating, Using a chainsaw to cut limbs, cleaning windows, hanging Christmas tree lights, planting flowers and gardens, weeding, edging

Secretary

Holt's Heat Air and Refrigeration - Shreveport, LA February 2015 to April 2019

Answer Phones, Payroll, Send workers on jobs, File paperwork, Pay Bills, Write invoices, Clean the office, Send/Receive Faxes, Make copies, Give bids to customers, Solve customers problems, Selling package units/furnaces, Customer service, Solving customers problems, Anything that needed to get done within the business

Cook/Server/Cashier

Lea's of Lacount - Monroe, LA

August 2016 to July 2017

Cooked Friday threw Sunday, served food and worked the register Wednesday and Thursday Education

Some College in Business Management

Remington College-Shreveport Campus - Shreveport, LA May 2013 to May 2015

High school diploma or GED in ALL

Captain Shreve High School - Shreveport, LA

August 2000 to May 2004

Skills

• Landscape Maintenance

• Mowing

• Typing

• Payroll

• QuickBooks

• Word Processing

• Commercial Cleaning

• Lawn Care

• Bookkeeping

• Accounts Payable

• Microsoft Powerpoint

• Cleaning Experience

• Microsoft Excel

• Serving Experience

• Office Management

• Cooking

• Microsoft Word

• Management

• English

• Host/Hostess

• Computer Operation

• Accounting

• Event Planning

• Sales

• Accounts Receivable

• Microsoft Outlook

• Clerical Experience

• General Ledger Accounting

• Data Entry

• Serving

• Financial Statement Preparation

• Journal Entries

• Balance Sheet Reconciliation

• Account Reconciliation

• Financial Report Writing

• Document management

• 10 key calculator

• Horticulture

• Hand tools

• Time management

• Pricing

• Communication skills

• Merchandising

Languages

• English - Expert

Certifications and Licenses

Driver's License

Pesticide Applicator’s License

Food Handler Certification